Community **A**ction on **T**obacco ev**AL**uation s**YST**em

User Support Documentation

Fall 2004

(Updated 10-19-2004)

DRAFT

CATALYST Technical Support Information

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Purpose

CATALYST (Community Action on Tobacco evALuation sYSTem) is a web-based reporting system used by organizations under contract with the Washington State Department of Health's Tobacco Prevention and Control Program to conduct local tobacco prevention and control activities. These organizations (non-profits, local health departments, Educational Service Districts [ESDs], and Native American Tribes) are required to enter a workplan into the system as part of their application process, and then to report on their approved workplan in the system throughout the fiscal year.

The purposes of collecting information about Contractor activities using a web-based reporting system include:

<u>EVALUATION</u>

To standardize reporting, so that as surveillance data become available to describe varying degrees of success in local organizations, a record of "what happened" is available that will help narrow the focus of 'best practice' activities in Washington communities.

<u>CONTRACT MANAGEMENT</u>

To create efficient means for DOH to continually monitor contractors' activities in a standard fashion, and to assure that Contractors are reporting information needed by DOH to justify invoicing.

<u>CAPACITY BUILDING</u>

To create means by which Contractors can see each others' and their workplans over time, to take advantage of experiences and plans outside their own organizations, and to have a readily available shared history (with DOH) of what activities have happened within their own organization.

History

CATALYST was developed by evaluation staff and evaluation team members (representatives from Contractor organizations) during the 2000-01 fiscal year, and the Contract Management functions were launched during the 2001-02 fiscal year (Phase I). Activity evaluation functions were piloted during 2001-02 and were launched during the 2002-03 fiscal year (Phase II).

Acknowledgements

The CATALYST administrative team would like to thank the following people for their crucial and continued support of the system's development and implementation:

Starling Consulting (Porsche Everson, Eugene Ryser) - system programming
DOH DIRM staff, administration, Tobacco Prevention & Control contract managers
Evaluation liaisons from local contractors (the "E-team")
CDC supporters (Steve Babb, Lisa Peterson, Michael Schooley)

System Notes

System Requirements

- Internet access
- Web Browser – Internet Explorer version 5.5 with 128-bit encryption (Note: to check the version of the browser or encryption open your browser and go to the help menu. From the help menu select About Internet Explorer. The version and encryption is listed on the pop up screen)

Web Address

- You can access the CATALYST login screen at https://fortress.wa.gov/doh/catalyst/home/Default.asp

System Disclaimer

- CATALYST does not collect identifiable information on any program participants.
- Information in CATALYST is subject to public disclosure laws

Login and Password

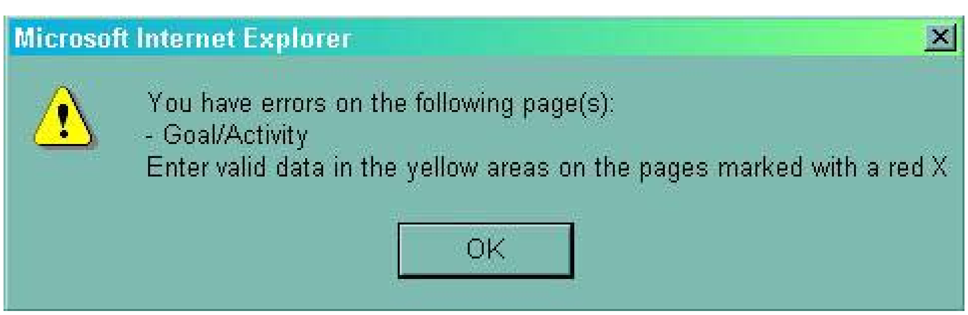
- Contact Shanae Williams for a login and password 360-236-3746 or **Shanae.Williams@doh.wa.gov**
- You can change your password in CATALYST by clicking HOME – YOUR PROFILE on the toolbar
- If you forget your password contact Shanae Williams to have it reset

Welcome Messages

- Login messages appear after a successful login
- Messages are added by DOH system administrators as needed (i.e. new feature, system updates) and expire after 30 days.

Error Messages

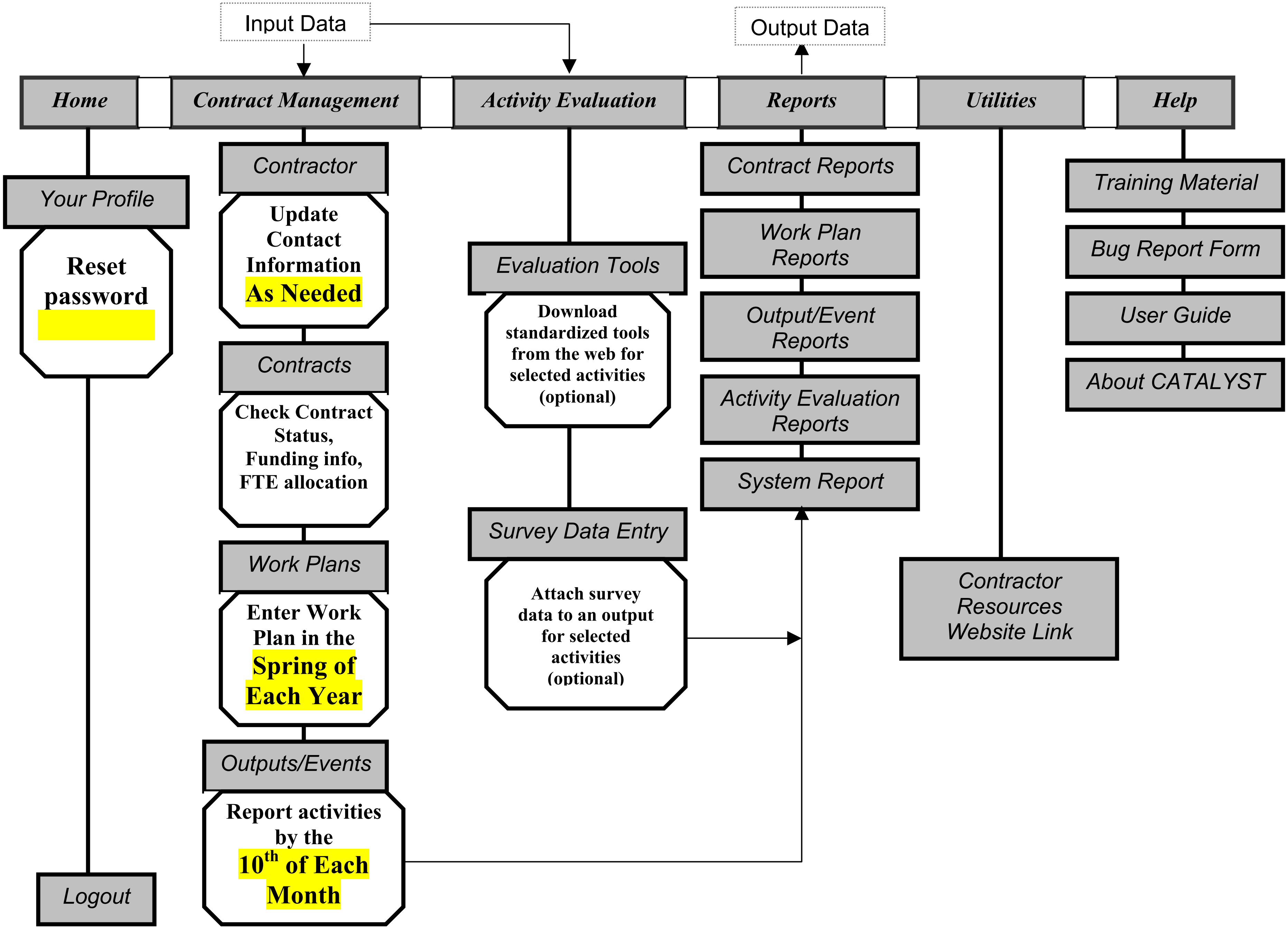
- Required fields in CATALYST are indicated by red text
- CATALYST will not save an entry until all required information has been completed for a set of screens
- Attempting to save without completing a required field will result in an error message similar to the one below. Users can identify pages with errors by looking for a red X in the guide box on the left of the screen or searching for highlighted yellow fields.
-



…the big picture…

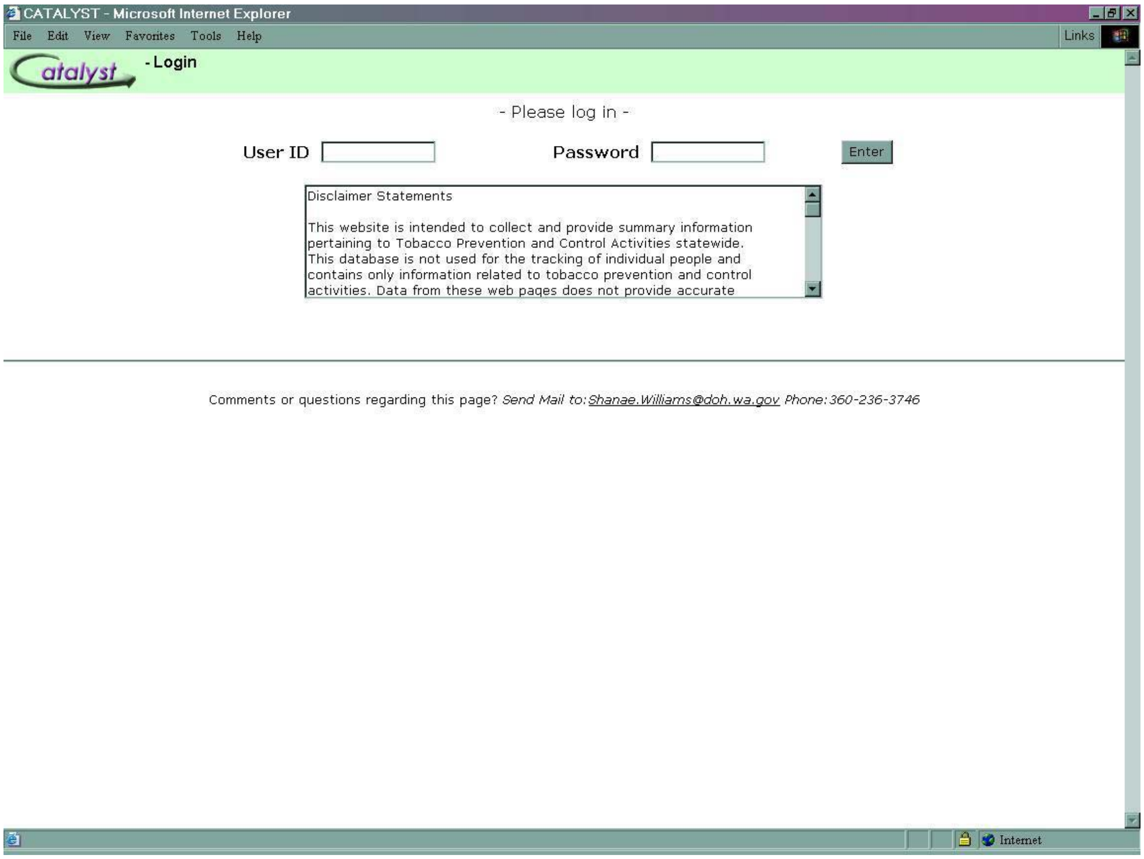
CATALYST
System Overview

CATALYST
Website Map and Reporting Guideline



CATALYST System Overview

You will need a User ID and Password to access CATALYST. Please contact Shanae Williams at The Washington State Department of Health for assistance 360-236-3746 or Shanae.Williams@doh.wa.gov

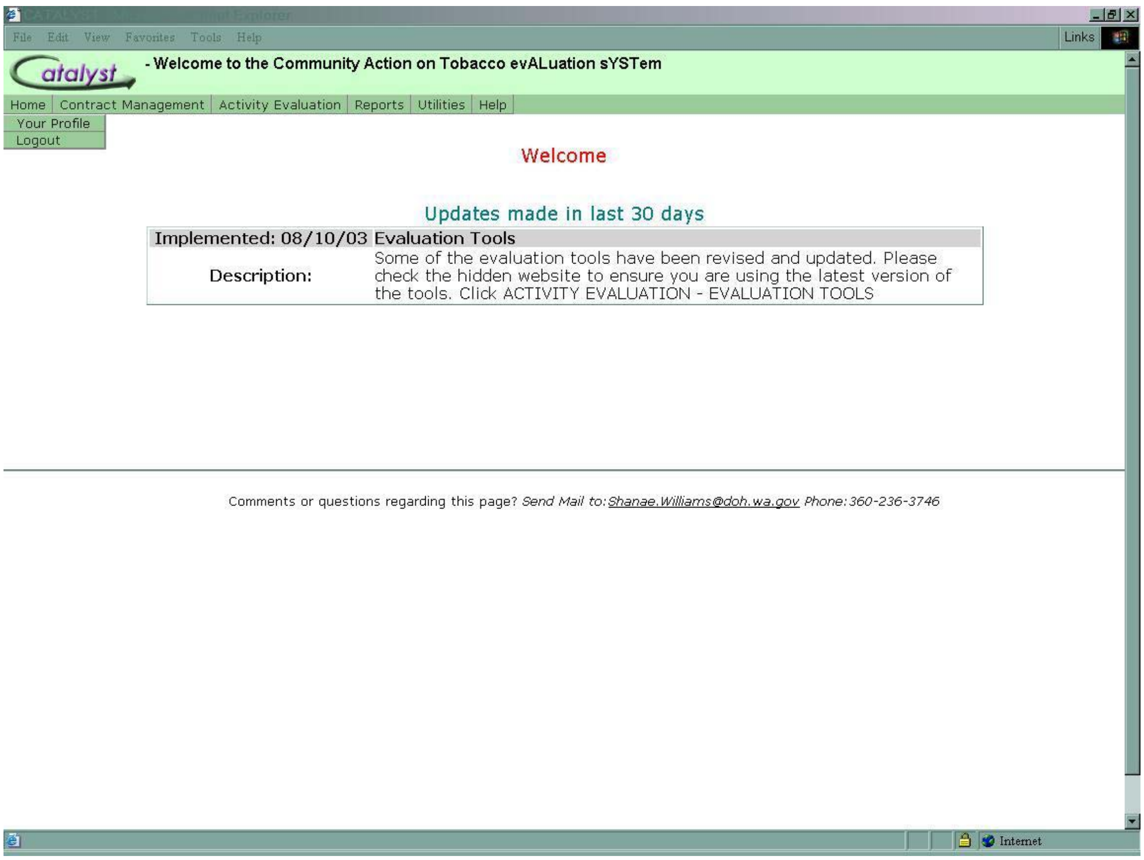


* System Requirements: Internet Explorer 5.5 with 128-bit encryption

The Welcome screen appears after a successful login. System reminders and updates are posted on this screen by system administrators. CATALYST uses a menu similar to other software applications. The CATALYST logo appears on each screen and when clicked will return you back to the welcome screen.
The first dropdown menu on the toolbar is labeled HOME and gives you two options:

1) YOUR PROFILE allows users to change their password and

2) LOGOUT ends the CATALYST session.



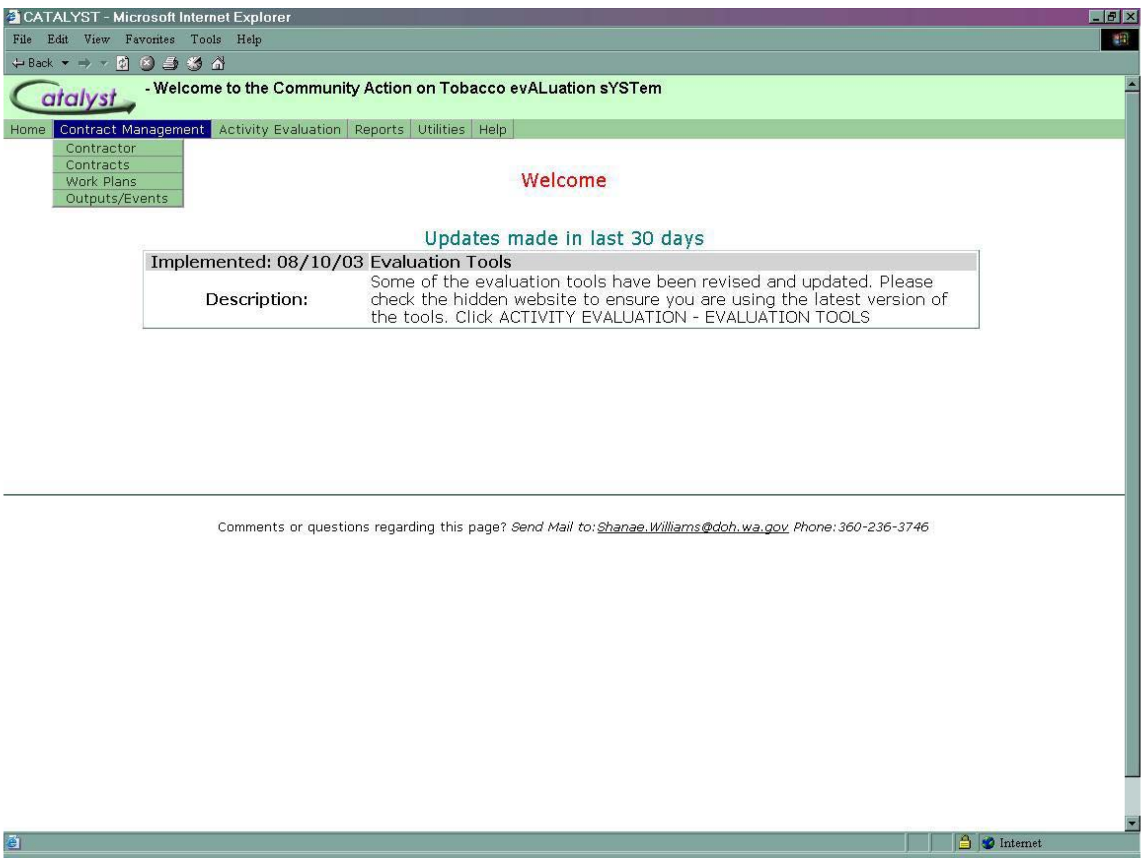
The second dropdown menu is for CONTRACT MANAGEMENT features. The four menu options are as follows:

1) CONTRACTOR – allows users to update agency and individual contact information. For more information on how to add or update contact information see How to Update Contact Information in CATALYST (p. 21 in guide).

2) CONTRACTS – gives basic contract information, contract status, and funding percent by goal

3) WORK PLANS – Once a year Contactors with the help of DOH Contract Managers will design and enter a workplan into CATALYST. For more information refer to How to Enter Your Workplan in CATALYST and Target Audience Reference Document (pp. 31-34 in guide).

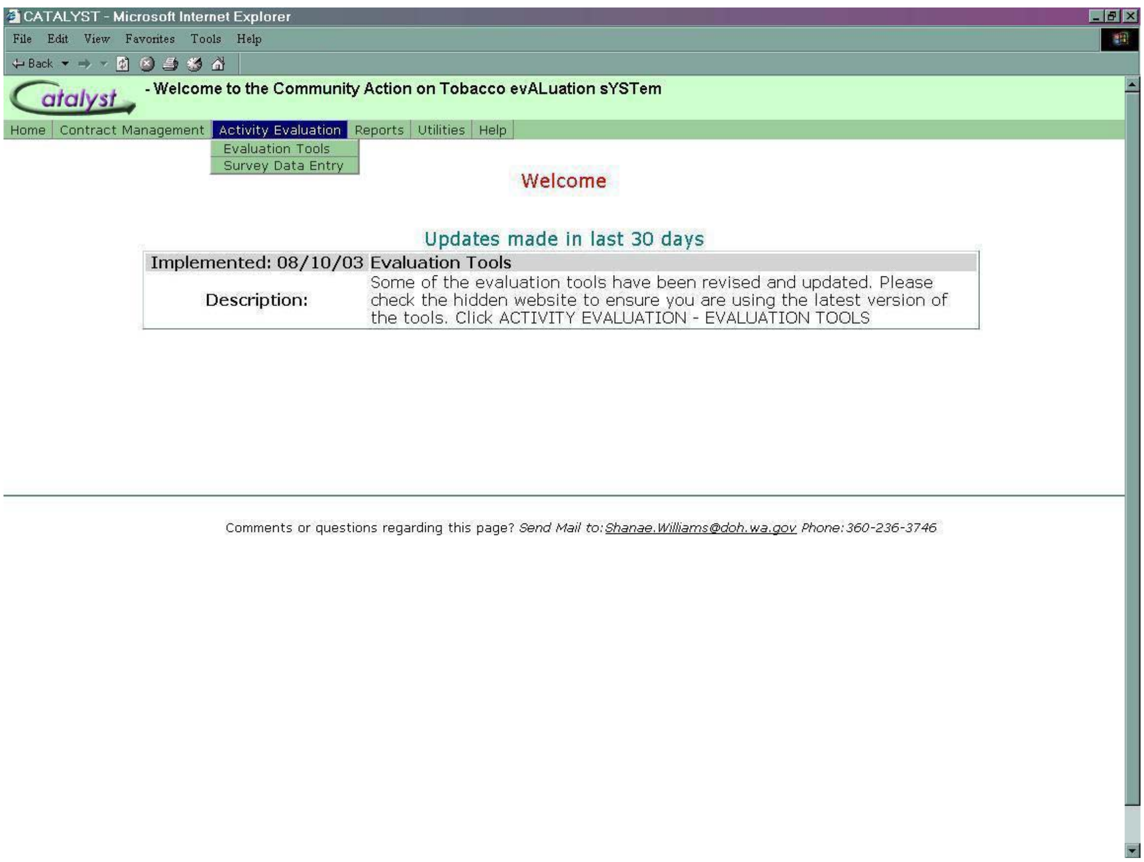
4) OUTPUTS/EVENTS – enables users to report on program activities throughout the contract year. For more information on reporting on outputs refer to How to Report on Outputs/Events in CATALYST (pp. 43-44 in guide). The first three menu items in the REPORTS dropdown menu will generate CONTRACT MANAGEMENT Reports for each of the above mentioned areas.



The third dropdown menu is for ACTIVITY EVALUATION. The two menu options are as follows:

1) EVALUATION TOOLS – gives a user access to standardized pre-post, and tracking tools.

2) SURVEY DATA ENTRY allows user to enter pre-post, and tracking data into CATALYST. For more information on Survey Data Entry refer to How to enter survey and tracking data in CATALYST (appears later in guide). Selecting REPORTS – ACTIVITY EVALUATION REPORTS– <report of choice> – from the toolbar will generate a report for the data entered.

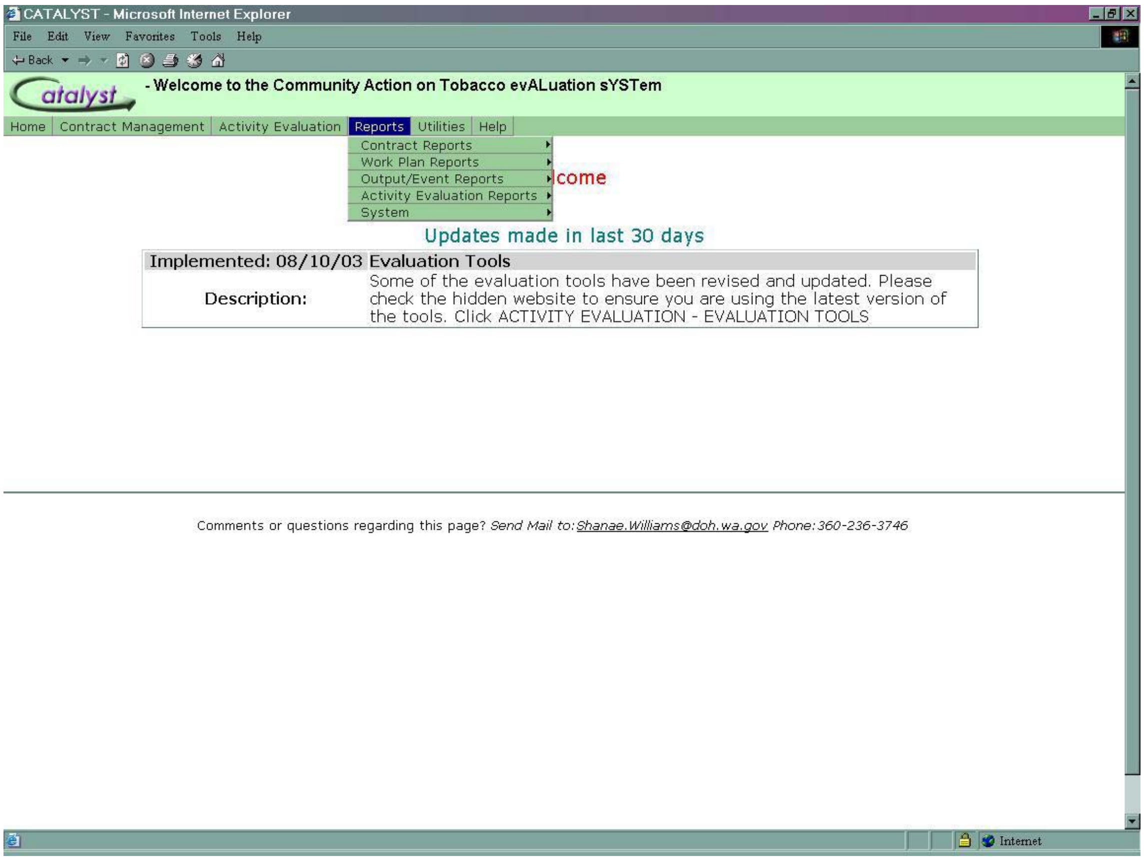


The fourth dropdown menu is for ACTIVITY EVALUATION. The menu options are as follows:

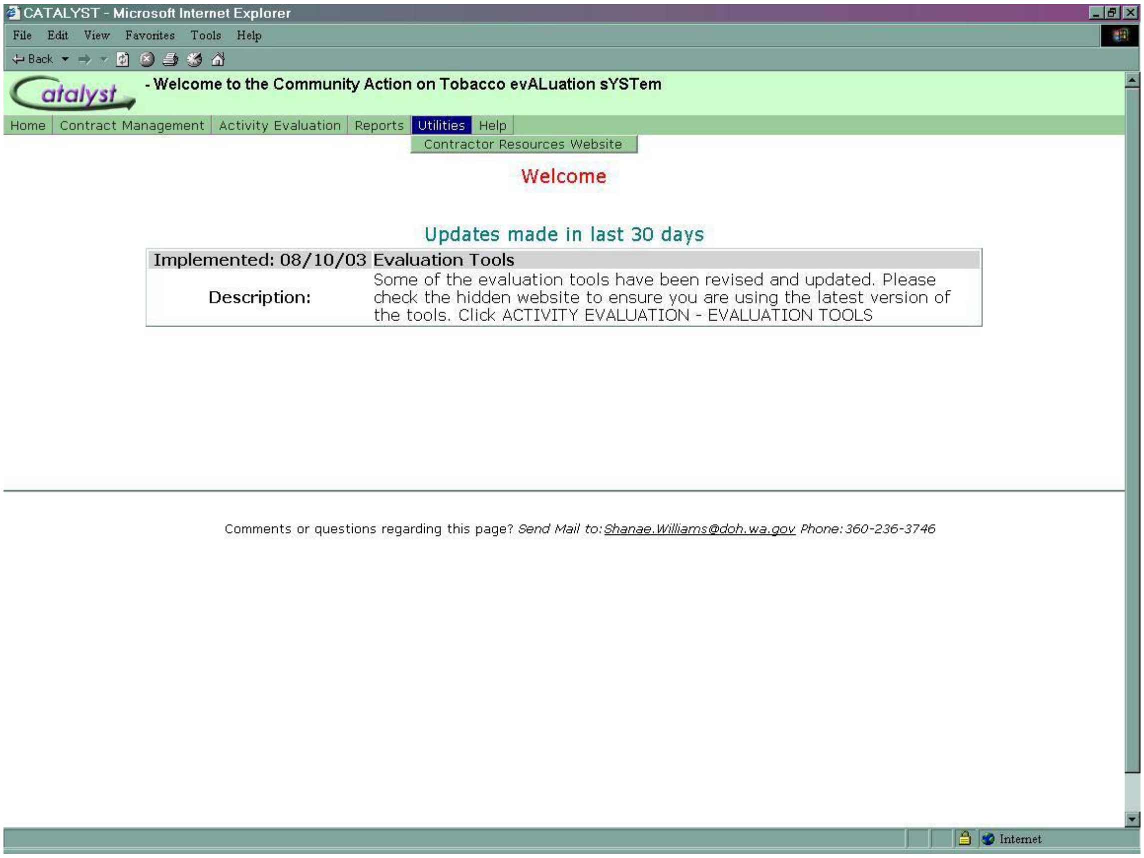
1) CONTRACT REPORTS, WORK PLAN REPORTS, OUTPUT/EVENT REPORTS all generate CONTRACT MANGEMENT Reports.

2) ACTIVITY EVALUATION generates ACTIVITY EVALUATION REPORTS and

3) SYSTEM gives a user access to a SYSTEM USAGE report to measure time spent using CATALYST.



The fifth dropdown menu is for UTILITIES and gives users access to the CONTRACTORS RESOURCES WEBSITE. This site is specifically for Tobacco Prevention and Control Contractors and contains useful evaluation and training materials, data, and maps (see sample screen-next page).

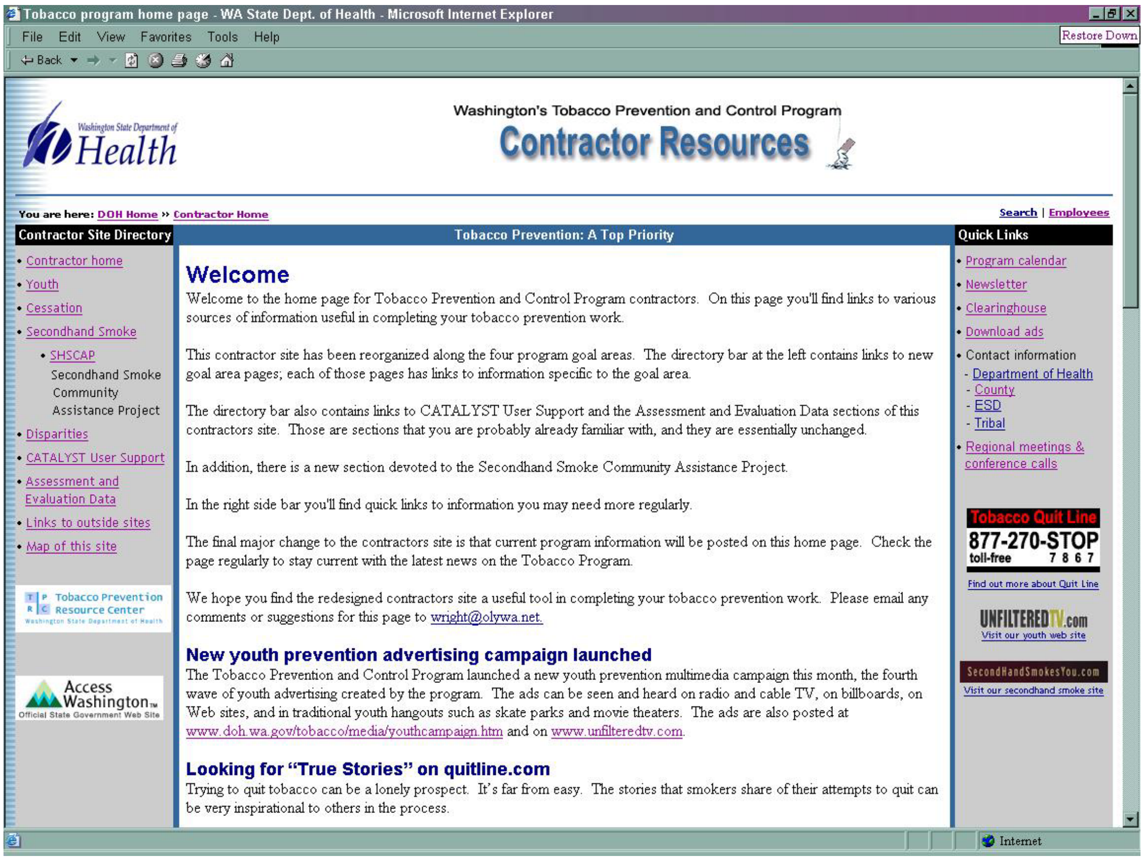


What is on the Contractors Resources Website? (See sample screen-next page)

- Assessment and Evaluation Information
- Workplan Workbook Technical Documentation on Developing a Workplan
- State, School District, & County Level Data
- Reports and Publications
- Standardized Survey Tools
- CATALYST Training Materials

SAMPLE SCREEN

Contractors Resources Website

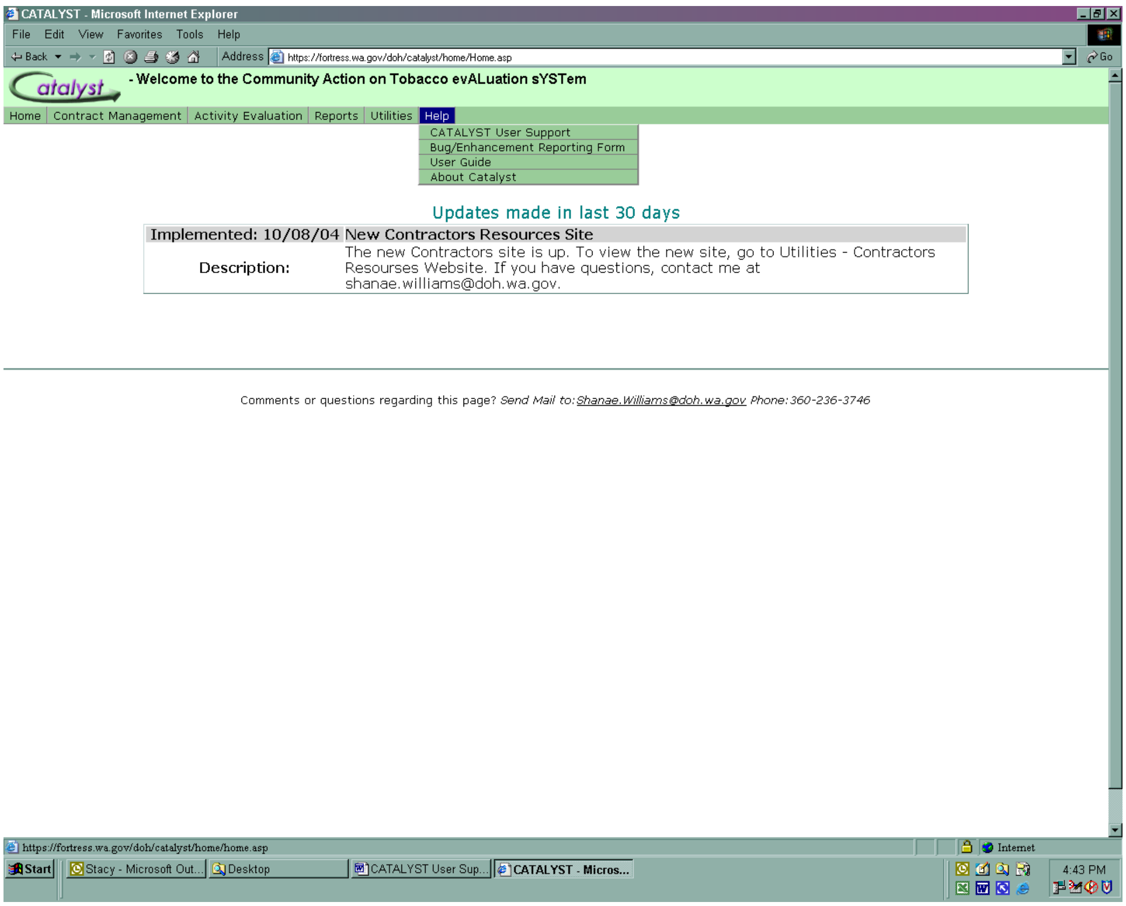


The sixth dropdown menu gives users access to the following:

1) CATALYST Training Materials (see sample screen-next page) and the

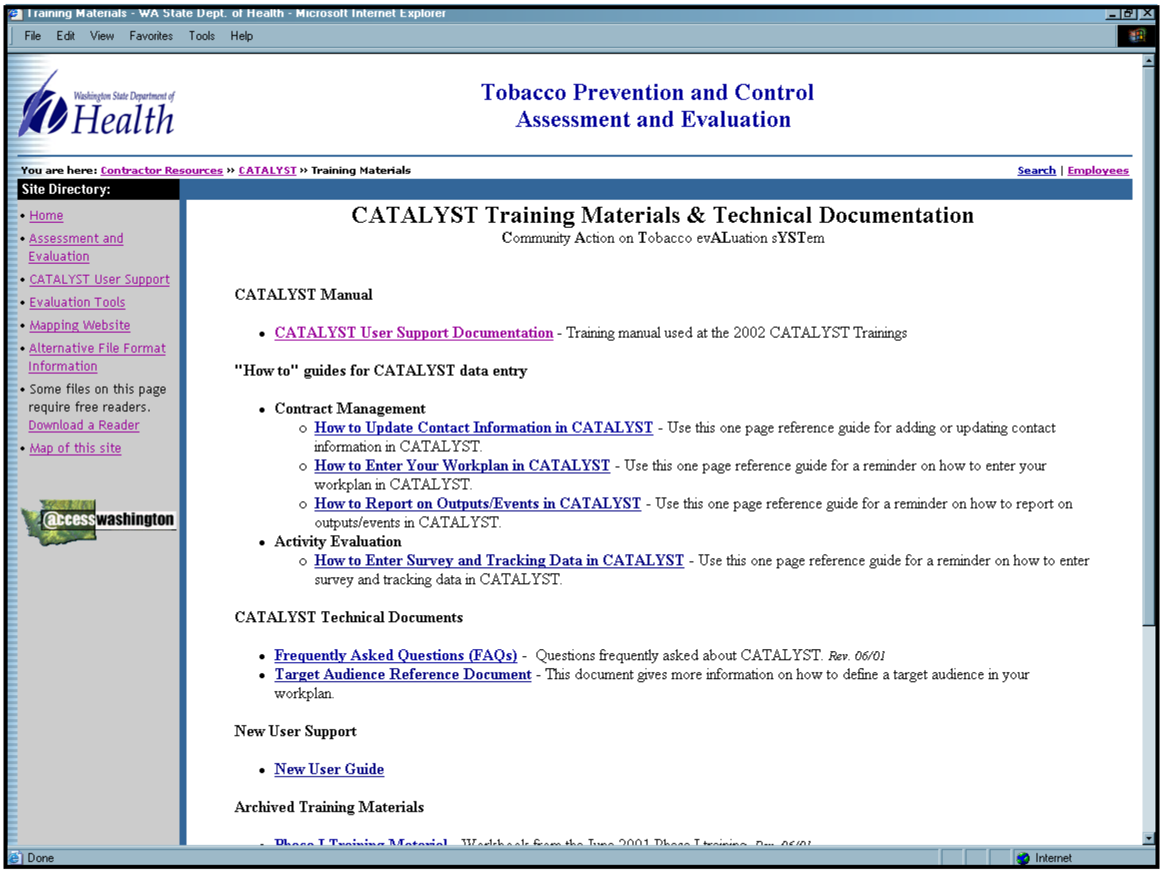
2) Bug/Enhancement Reporting Form opens a form that can be used to fax or e-mail "bug reports" (that is, problems with CATALYST where a system error message is displayed) and/or enhancement ideas to the CATALYST administrative team.

3) The USER GUIDE link provides an on-line help menu for CATALYST.

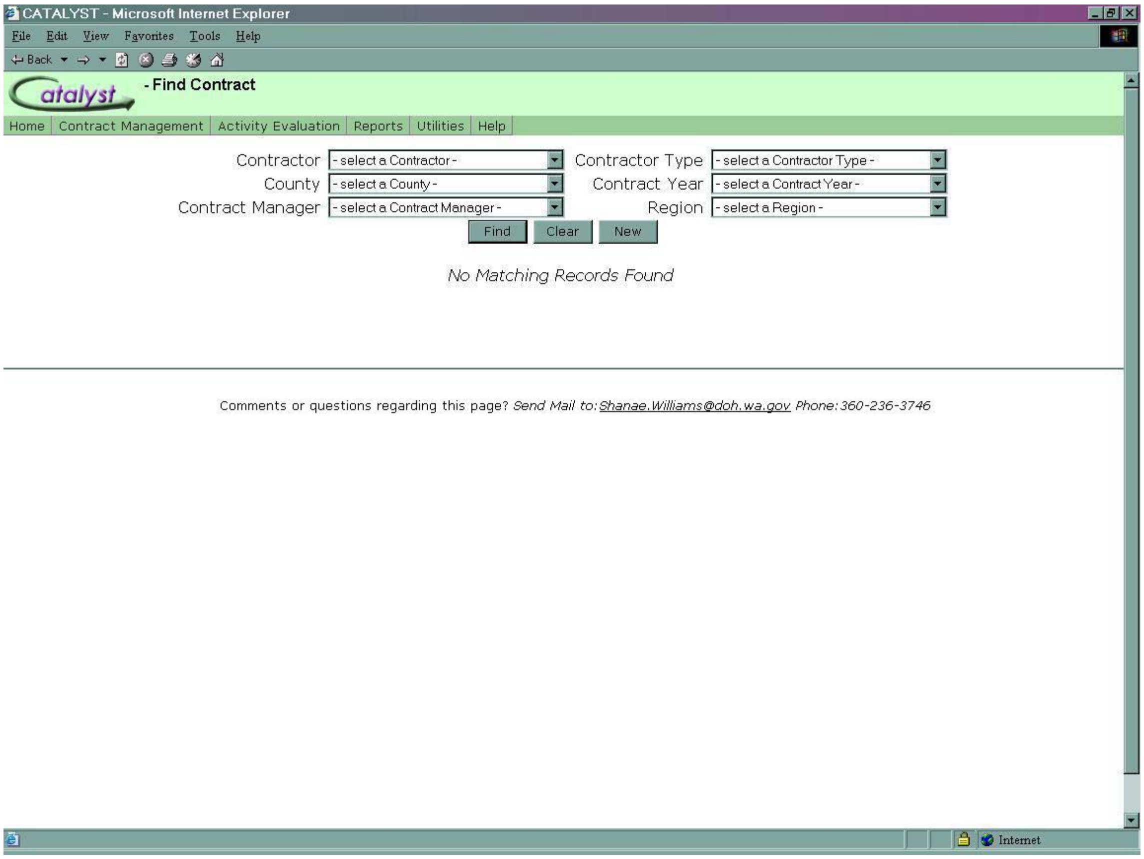


SAMPLE SCREEN

CATALYST Training Materials



Using Selection Criteria In CATALYST



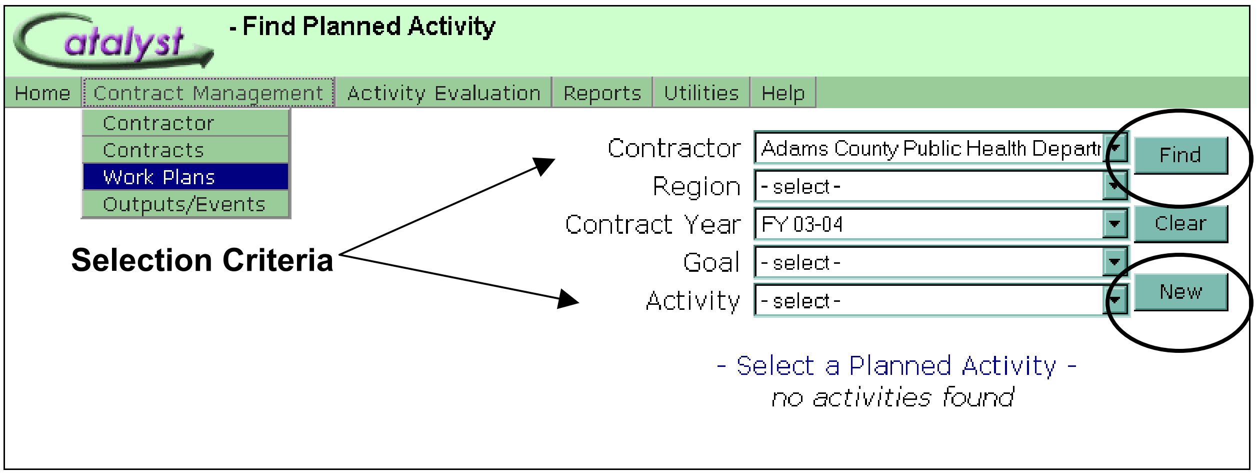
Using Selection Criteria in CATALYST

What are selection criteria?

Selection criteria consist of a series of dropdown menus that assist users in defining a search or specifying attributes in CATALYST. CATALYST uses selection criteria in the following ways:

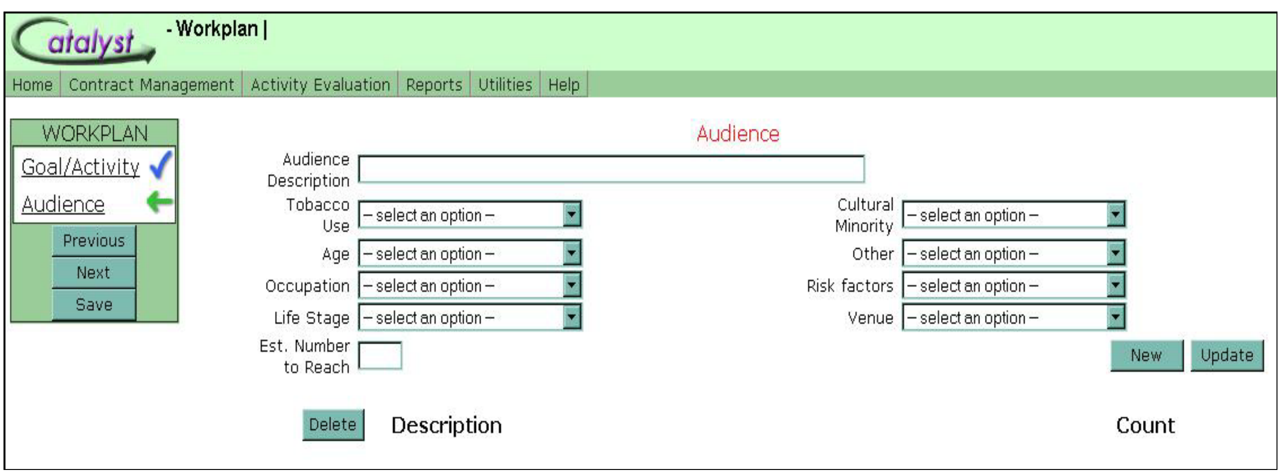
Example (1):
Menu Location: CONTRACT MANAGEMENT – WORK PLANS

1. Contract management data entry (Contractors, Contracts, Work Plans, Outputs/Events) – selection criteria is used to help users **FIND** existing inputs or enter a **NEW** input



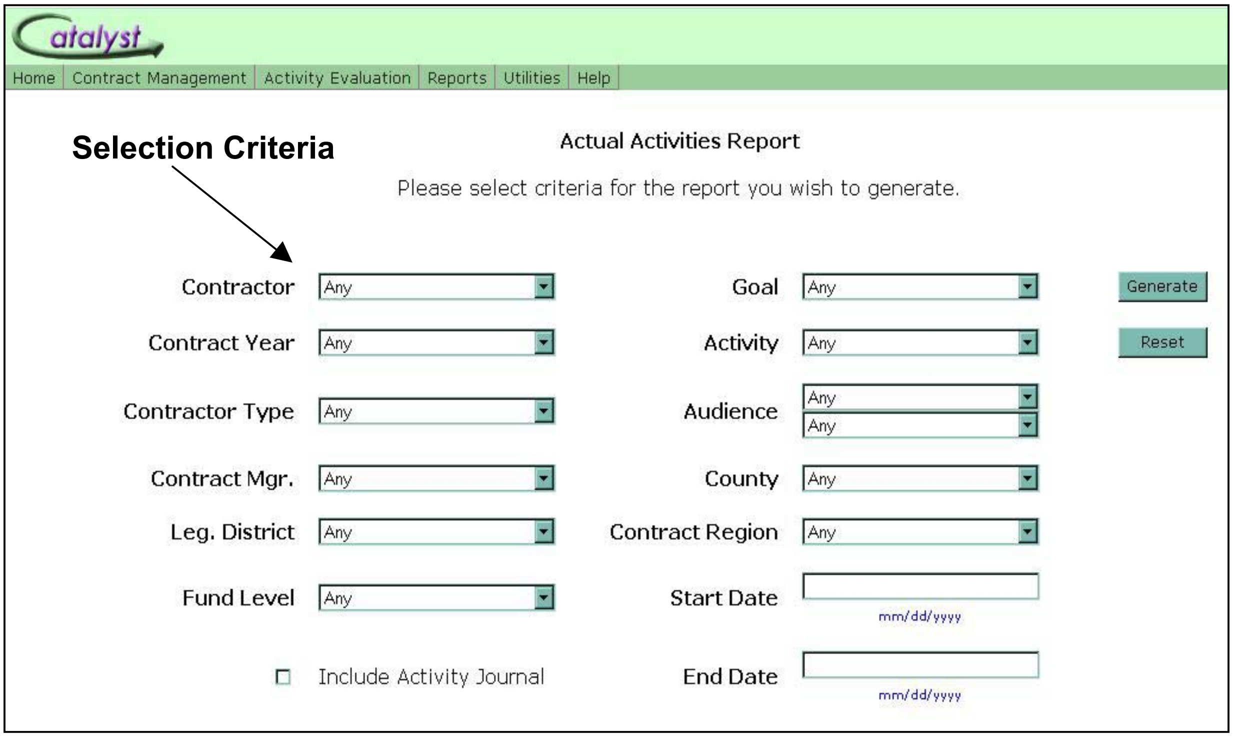
Example (2):
Menu Location: CONTRACT MANAGEMENT – WORK PLANS – AUDIENCE tab

2. Audience attributes (Work Plans) – allows users to define an audience by selecting and attaching audience attributes to an audience description



Example (3):
Menu Location: REPORTS – All reports give you the option to query by selection criteria

3. Reports – allows users to query information in CATALYST to generate tailored reports



Frequently Asked Questions (FAQs):

Q: Do I need to select criteria from each drop down menu when performing a search?

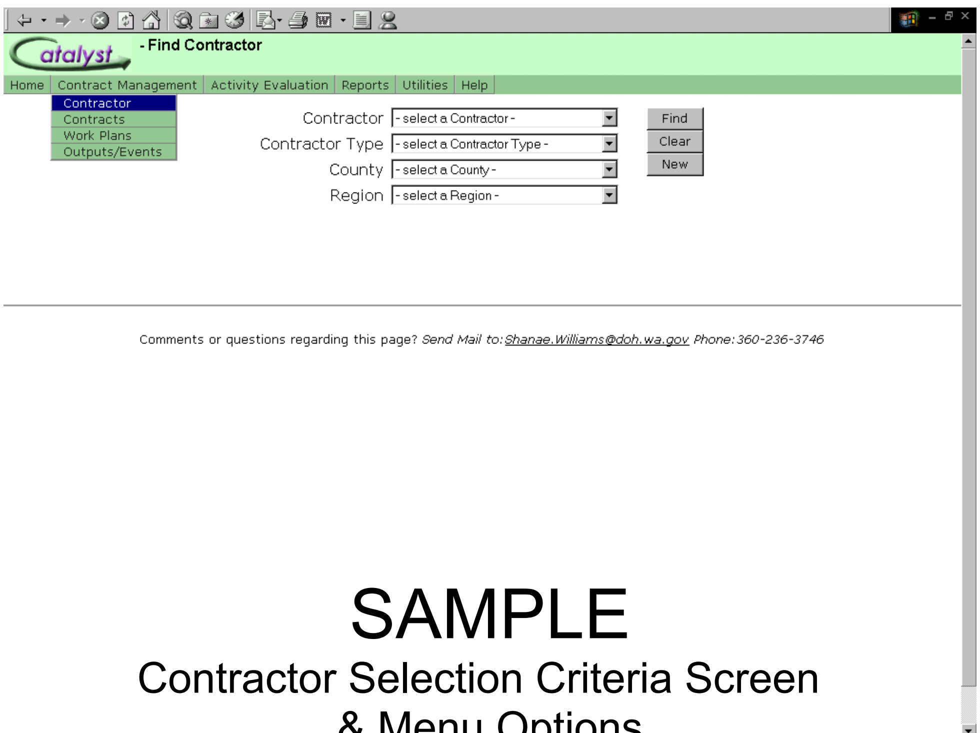
A: No. Unless otherwise indicated users can select as few as one menu option to perform a search in CATALYST

Q: What happens if I make a selection from each menu?

A: The more criteria selected the more specific the search becomes and the less information will be returned. To perform a broad search of CATALYST, select fewer menu options (selection criteria)

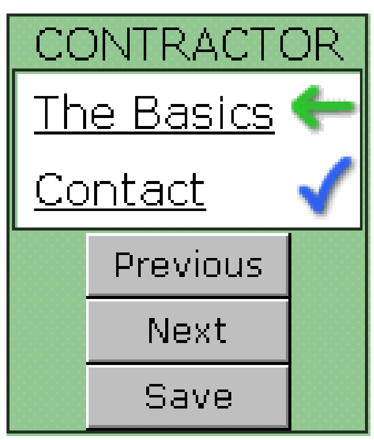
Managing Contact Information In CATALYST

CONTRACT MANAGEMENT – CONTRACTOR



SAMPLE

Contractor Selection Criteria Screen & Menu Options



<u>Contact Information</u> in CATALYST

Menu Location: CONTRACT MANAGEMENT – CONTRACTOR – CONTACT Screen

Purpose:

- Gives users access to tobacco contacts statewide by community, school or tribe
- Enables users to search by contact type (e.g. primary, director, fiscal etc.)
- Allows users to view contacts for specific planned activities
- The list of contacts populates other dropdown menus in CATALYST (e.g. Contract-FTE & Outputs-Time Estimates)

Which reports display contact information in CATALYST?

- **Contact by Contractor**
  - Who was that very nice person I met at the meeting from the Local Health Department?
- **Contact by County**
  - Who are all the important tobacco control contacts in my county?
- **Contract Summary** – *displays primary contact only*
  - How much money did we get in a particular year?
  - How did we distribute our funds among goals?
  - Is our workplan locked yet?
  - What significant events related to our contract have happened?
  - How can I summarize important information about our contract for an administrator?
- **Planned Activities** – *displays primary contact only*
  - Who is doing a particular activity with a particular group (e.g. Hispanic/Latino, etc.)?
  - What is a particular contractor doing overall?
- ***Actual Activities** – *displays primary contact only*
  - What have we achieved with a particular activity?
  - When did we do a particular event?
  - What is going on overall in a particular area?

Frequently Asked Questions (FAQs):

Q: When do I update my contact info?

A: Contact information should be updated as changes occur in staffing. See "How to Enter Contact Information" (next page) for instructions on entering or updating your contacts in CATALYST.

Q: Who do we list in our contacts?

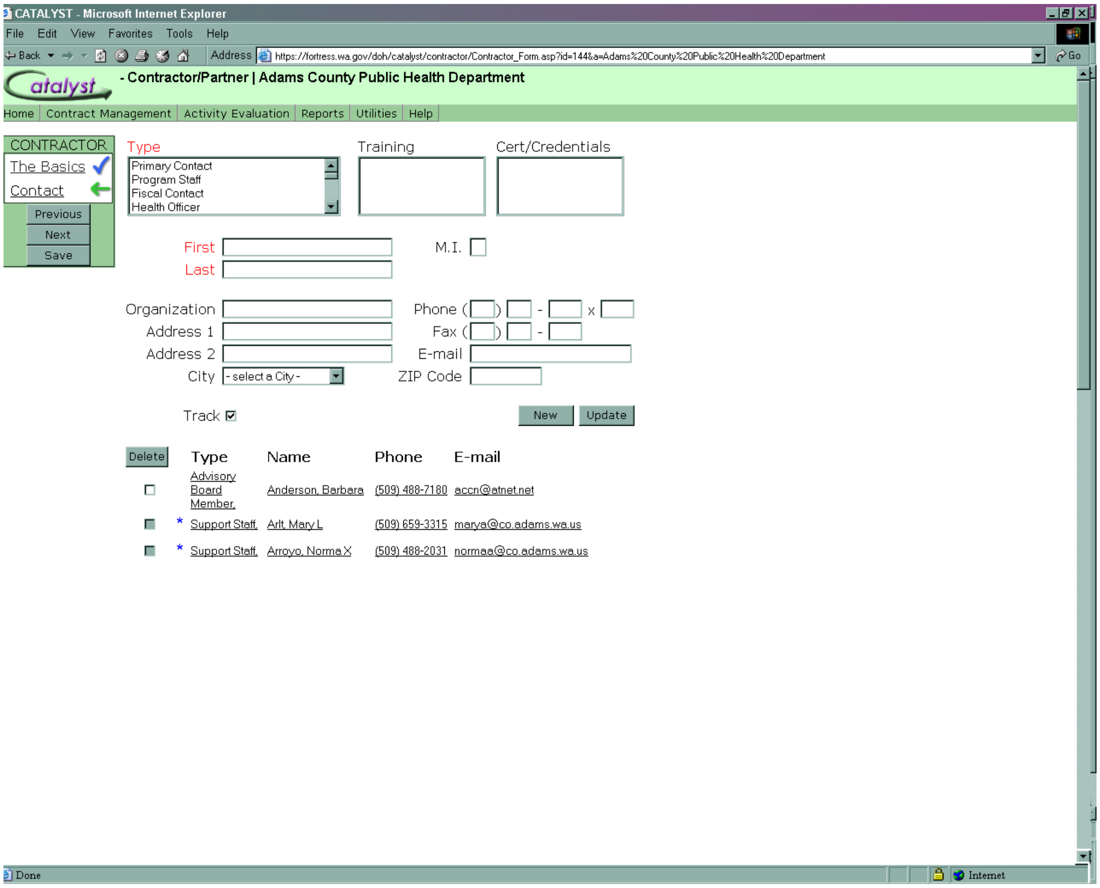
A: Anyone who might be a useful contact for others relevant to the tobacco control work done by your organization. Anyone whose salary is paid in any part by DOH funds must be listed. 2003 requirement: List Advisory Board Members as contacts.

Q: Who can view my contact information?

A: All users can view contact information by generating any of the reports listed above except the Actual Activities Reports*.

*Actual Activities can only be viewed by the reporting agency.

Menu Location: CONTRACT MANAGEMENT – CONTRACTOR – CONTACT Screen



SAMPLE

Contact Data Entry Screen

To learn how to manage your organizations contact information in CATALYST use the instructions on the following page.

How to Enter <u>Contact Information</u> in CATALYST

Step 1: Login to CATALYST – A successful login will open the message screen
(An unsuccessful login will give you a 'login failed' message in red)

Step 2: From the toolbar at the top of the screen
- Select **CONTRACT MANAGEMENT – CONTRACTOR**

Step 3: The **FIND CONTRACTOR** screen will appear
- Check to see if the **CONTRACTOR** field is populated with your agency (If not, use the contractor drop down menu to select your agency) &
- Click **FIND** (The new button is used by DOH to add new contractors).
- Click the contractor name line at the middle of the screen.

Step 4: The **CONTRACTOR** screen will appear
- The green header bar indicates Contractor Name for the contract.
- The **BASICS** tab has agency specific information you can change by re-entering the new information in the text boxes.

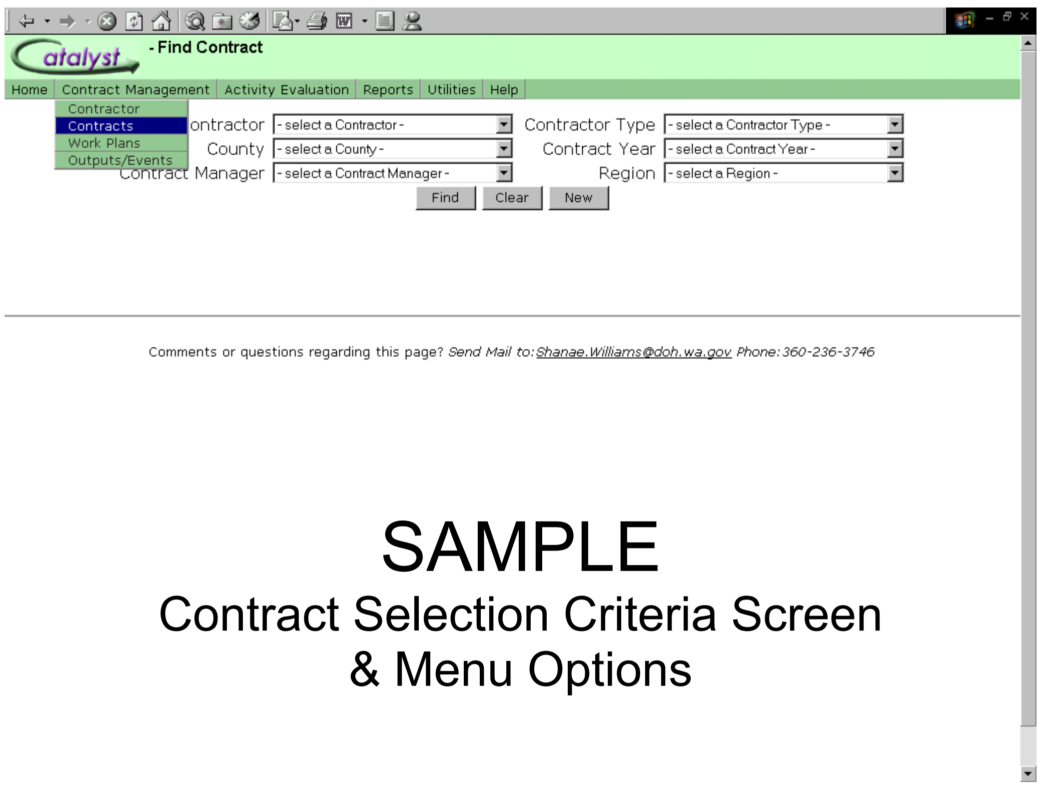
Step 5: Click the **CONTACT** tab to change individual contact information
- If updating a current contact select the contact name from the list at the bottom of the screen. This will populate the text fields with the information for the contact you selected.
- If adding a new contact click **NEW.** This will clear information from the text fields.
- To begin select the **CONTACT TYPE** from the scroll box. If a contact has more than one type use the **CONTROL** key from the keyboard to make multiple selections. Select the first contact type and then hold the **CONTROL** key down and use the mouse to select the remaining contact types.
- Update or add address, phone, and e-mail information.
- When you are done **CLICK UPDATE**. This will update the contact information on the bottom of the screen or add a new contact to the list.
- **To add another contact you must click *NEW* before proceeding otherwise you will continue to make changes on the same contact.**

Step 6: Click **SAVE**
- Update is used to make updates to the information on the screen but you must click **SAVE** for the information to be saved in the system. This can be done once at the end of your updates.

Notes:
1. **Update** – this button is used to update any edits made to a contact. Changes will appear in the text line at the bottom of the screen. Click SAVE to save your updates in CATALYST.
2. **New** – this button is used to clear information from the text boxes and prepare the screen for entering a new contact. Use between entries.
3. **Save** – this button saves all of your updates in the system and returns the user to the main contractor page.

Using the Contract Screens In CATALYST

CONTRACT MANAGEMENT – CONTRACT



Contract Information in CATALYST

Menu Location: CONTRACT MANAGEMENT – CONTRACT

Purpose:

- The Basics screen gives users the ability to record FTE allocations for an organization
- Contract Managers can use the Contract Status screen to document notes for a contract and lock a workplan
- The Goals screens gives users the ability to estimate how much funding will be spent on each of the goals
- The Rationale tab provides documentation on what sources were used to create a workplan for a given year

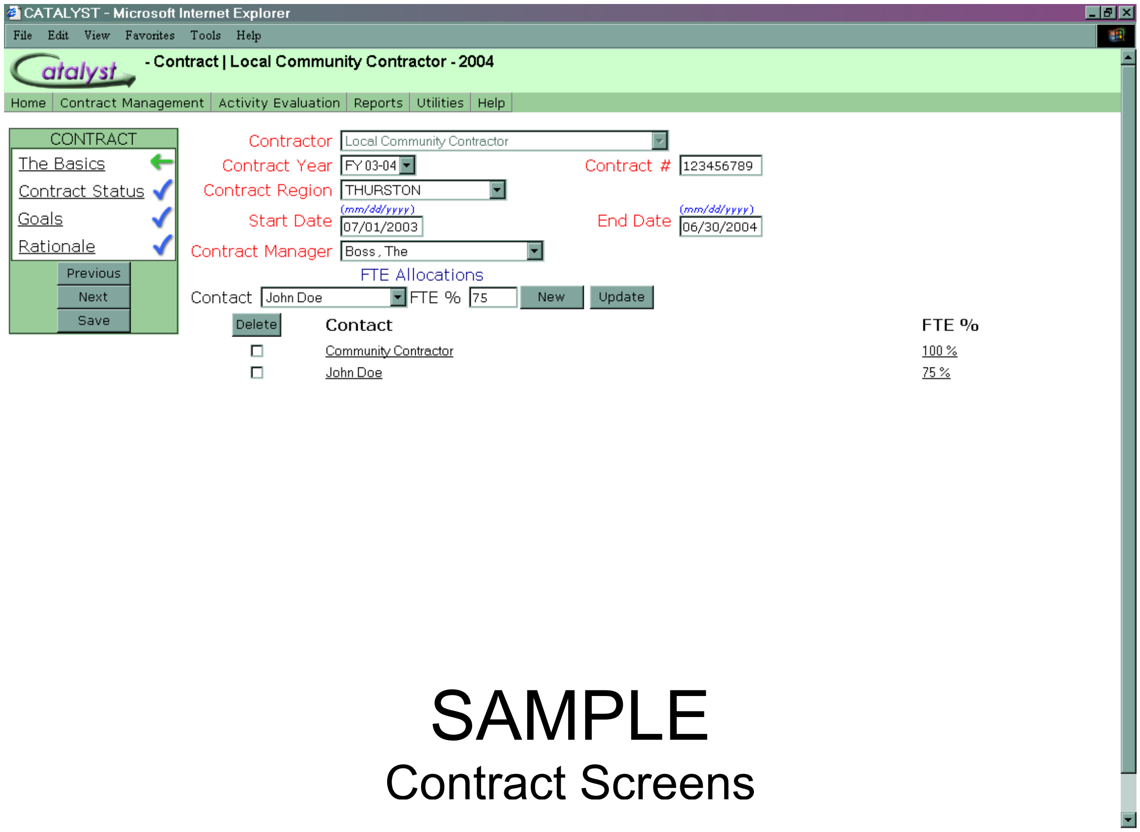
Which reports display contract information in CATALYST?

- **Contract Summary** – displays primary contact only
  - How much money did we get in a particular year?
  - How did we distribute our funds among goals?
  - Is our workplan locked yet?
  - What significant events related to our contract have happened?
  - How can I summarize important information about our contract for an administrator?
- **Funding Overview** – displays primary contact only
  - How is our funding distributed overall and by Goal?

Frequently Asked Questions (FAQs):

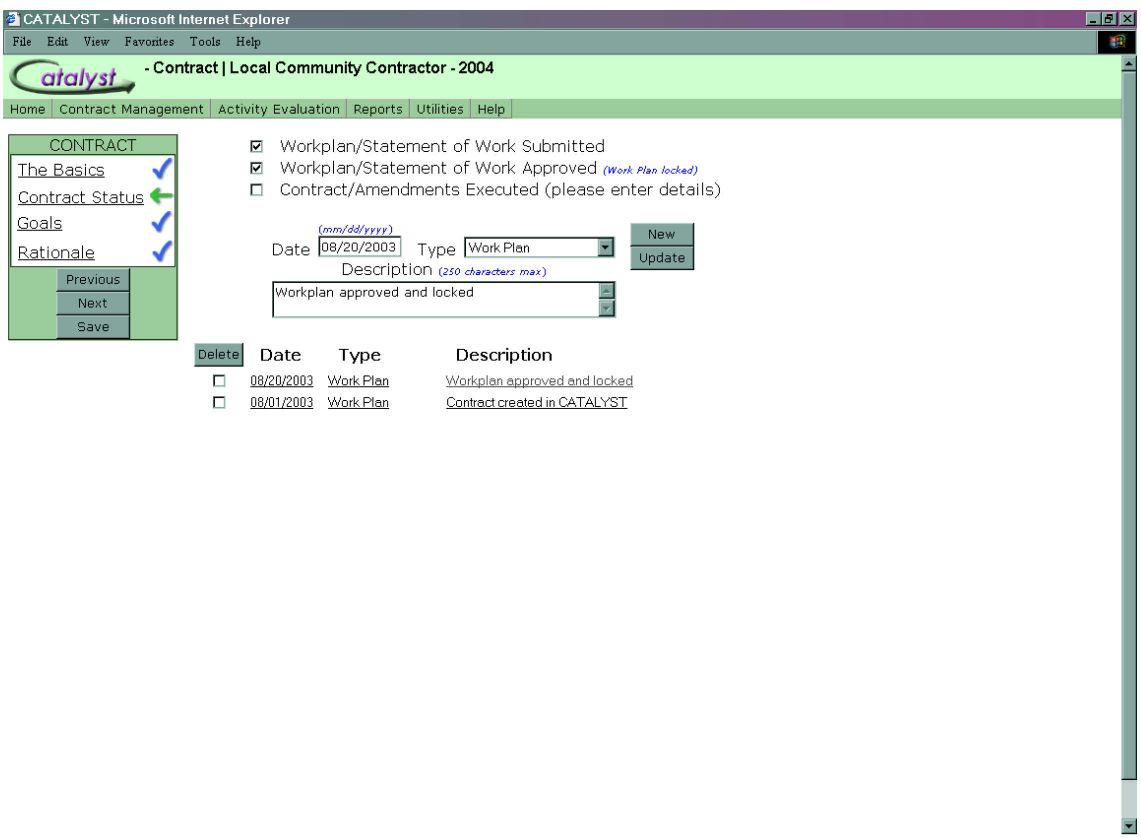
Q: Who enters the information for my contract?
A: A DOH technical support staff will enter your contract into CATALYST each year.

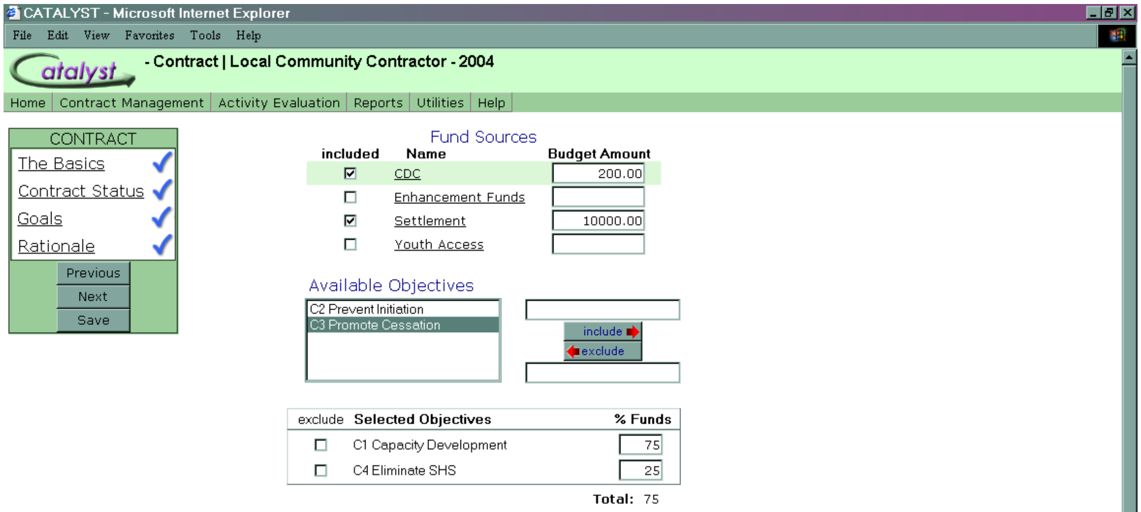
Q: How often do I need to modify the set of Contract screens?
A: You only need to edit the contract screens when entering a new workplan in the spring of each year. You can view or print a report pertaining to this information at any time during the year and for previous years.



SAMPLE

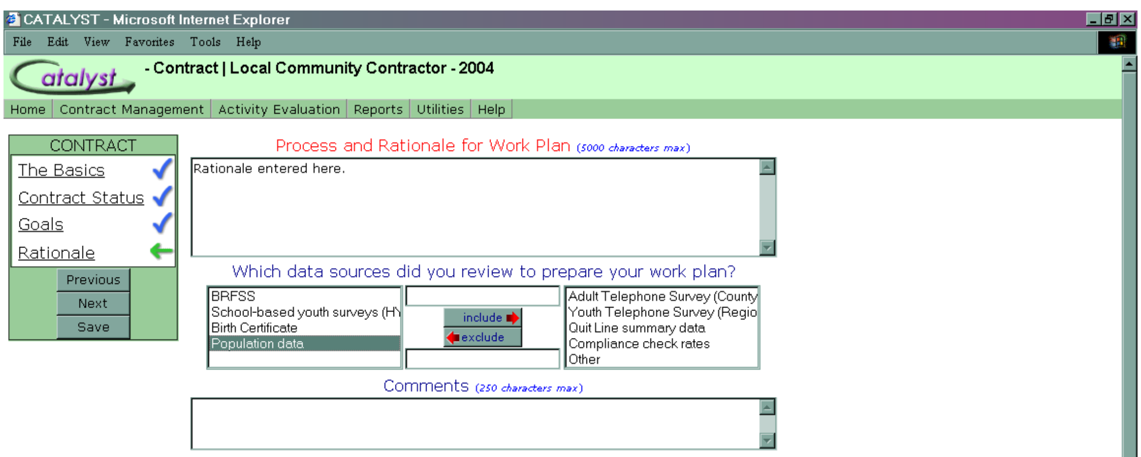
Contract Screens





SAMPLE

Contract Screens



To learn how to enter a workplan for your organization in CATALYST use the instructions on the following page.

How to enter <u>Contract Information</u> in CATALYST

Step 1: Login to CATALYST – A successful login will open the message screen
(An unsuccessful login will give you a 'login failed' message in red)

Step 2: From the toolbar at the top of the screen
- Select **CONTRACT MANAGEMENT – CONTRACTS**

Step 3: The **FIND CONTRACT** screen will appear
- Check to see if the **CONTRACTOR** field is populated with your agency (If not, use the contractor drop down menu to select your agency)
- Select the appropriate **Contract Year**
- Click **FIND** and the line item at the middle of the screen (CATALYST will return with the results of your query. If you do not see the line item you were expecting to generate click clear and redefine the search criteria).

Step 4: The **CONTRACT** screen will appear
- The green header bar indicates Contractor and Year for the contract
- Under the Basics tab DOH technical support staff enters the required information in red. Users can also record the percent FTE working on tobacco.
- To estimate percent FTE select a contact from the dropdown menu and indicate a percent using a whole number without a % symbol and click update. To enter another FTE click NEW and repeat the step.
- The contact dropdown menu is populated by your list of contacts. You do not have to enter a FTE amount for everyone in you contact list.
- Click **NEXT**

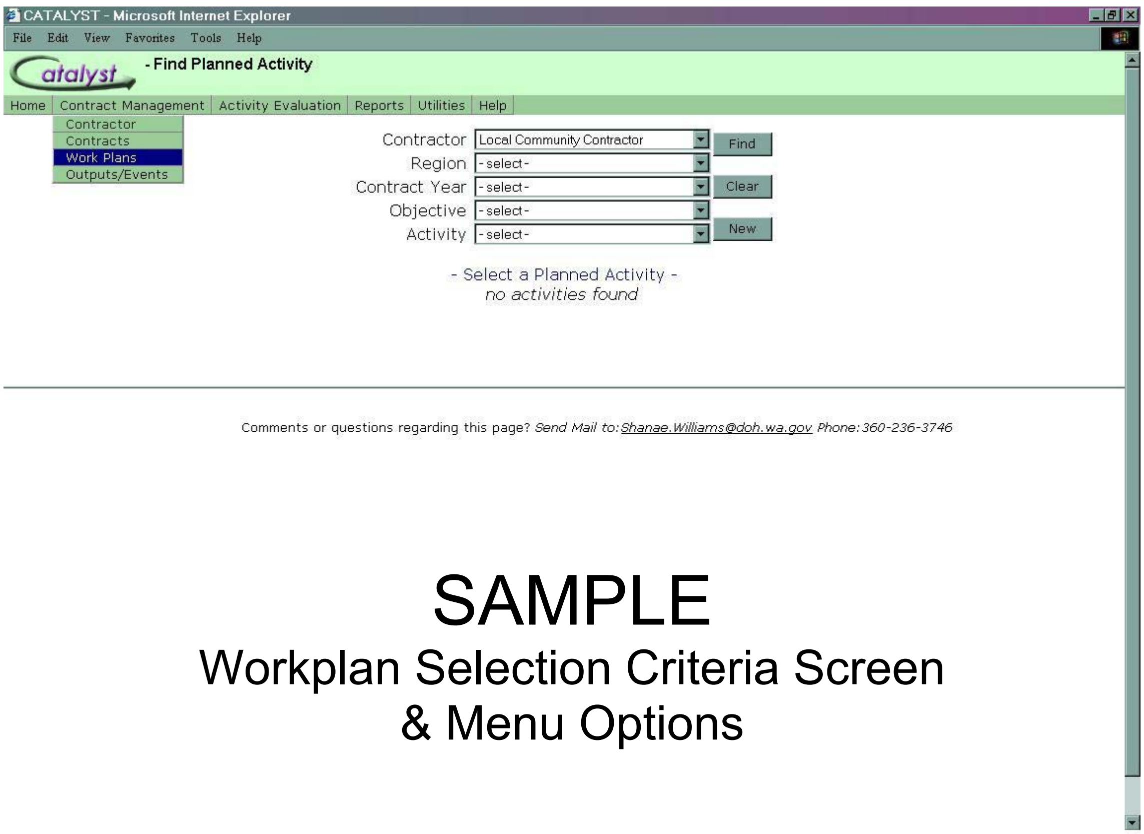
Step 5: The **CONTRACT STATUS** screen is next
- Your contract managers use this screen to document the status of your contract and record any amendments or relevant information.
- Click **NEXT**

Step 6: The **GOALS** screen is next
- CATALYST allows users to estimate the percent of funding allocated for each goal and by different funding sources
- To select a funding source click on the name and a green bar will highlight the line item.
- From the list of selected Goal at the bottom of the screen estimate the percent for each goal
- Repeat for each appropriate funding source
- Funding amounts will be updated and verified by DOH
- Click **NEXT**

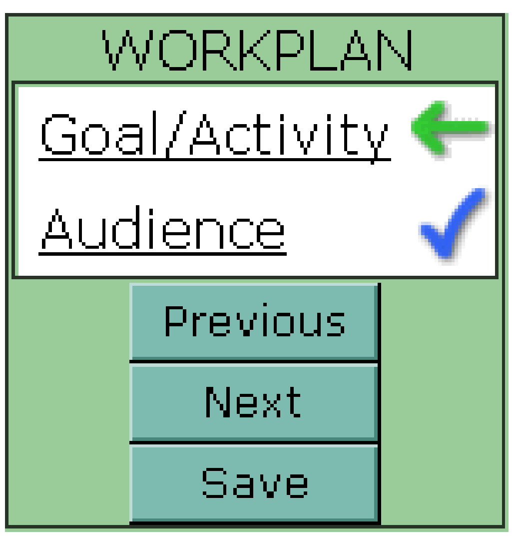
Step 6: The **RATIONALE** screen is next
- The Rationale screen is filled out once each year after the workplan has been entered in CATALYST
- Use the text box to describe the process used to create the workplan.
- Use the mover box to select the data sources used in the creation of the workplan.
- Add any other comments
- Click **SAVE**

Entering a Workplan In CATALYST

CONTRACT MANAGEMENT – WORK PLANS



SAMPLE
Workplan Selection Criteria Screen
& Menu Options



<u>Workplan</u> Entry in CATALYST

Menu Location: CONTRACT MANAGEMENT – WORK PLANS

Purpose:

- Outlines "Planned Activities" for the contract year
- Allows other users to view local program plans
- Documents program workplans by year and provides a historical perspective

Which reports display WORKPLAN information in CATALYST?

- **Planned Activities**
  - Who is doing a particular activity with a particular group (e.g. Hispanic/Latino, etc.)?
  - What is a particular contractor doing overall?
- **Planned Activities Detail**
  - What is the entire workplan for my organization?
- **Contract Plan Worksheet**
  - How can I start planning to implement my workplan activities?
- **Statewide Activity Summary**
  - What are a few other counties that "look like me" doing in their workplans?
  - How many ESD programs in the state are working with Project ALERT?

  * This report has a "key" at the bottom to identify which ESD, Community, or Tribal Organization is represented by each column
- **Subcontractor Activity Summary**
  - Which of my subcontractors are doing which activities?
  - How many subcontractors are doing a particular activity?

Frequently Asked Questions (FAQs):

Q: When do I enter a workplan in CATALYST?

A: Workplans are entered in CATALYST once during the spring for the upcoming fiscal year. Contract Managers will announce due dates and provide instructions.

Q: If my workplan changes during the year how do I make changes?

A: After the workplan due date contract managers will "lock" the workplan in CATALYST. To make changes contractors must notify and discuss modifications with their appointed contract manager.

Q: Who can view my workplan information?

A: All users can view "planned activities" (workplans) by generating any of the reports listed above. Outputs or "actual activities" can only be viewed by the reporting agency.

Q: How can I verify if my workplan is locked?

A: Users can check the status of their workplan by selecting CONTRACT MANAGEMENT –CONTRACT-Contract Status tab

Workplan Workbook

Use the Workplan Workbook as a resource when entering your workplan in CATALYST. Copies can be downloaded from the Contractors Resource Website.

Washington State Department of Health

Tobacco Prevention & Control Program

2003-04 Work Plan Workbook

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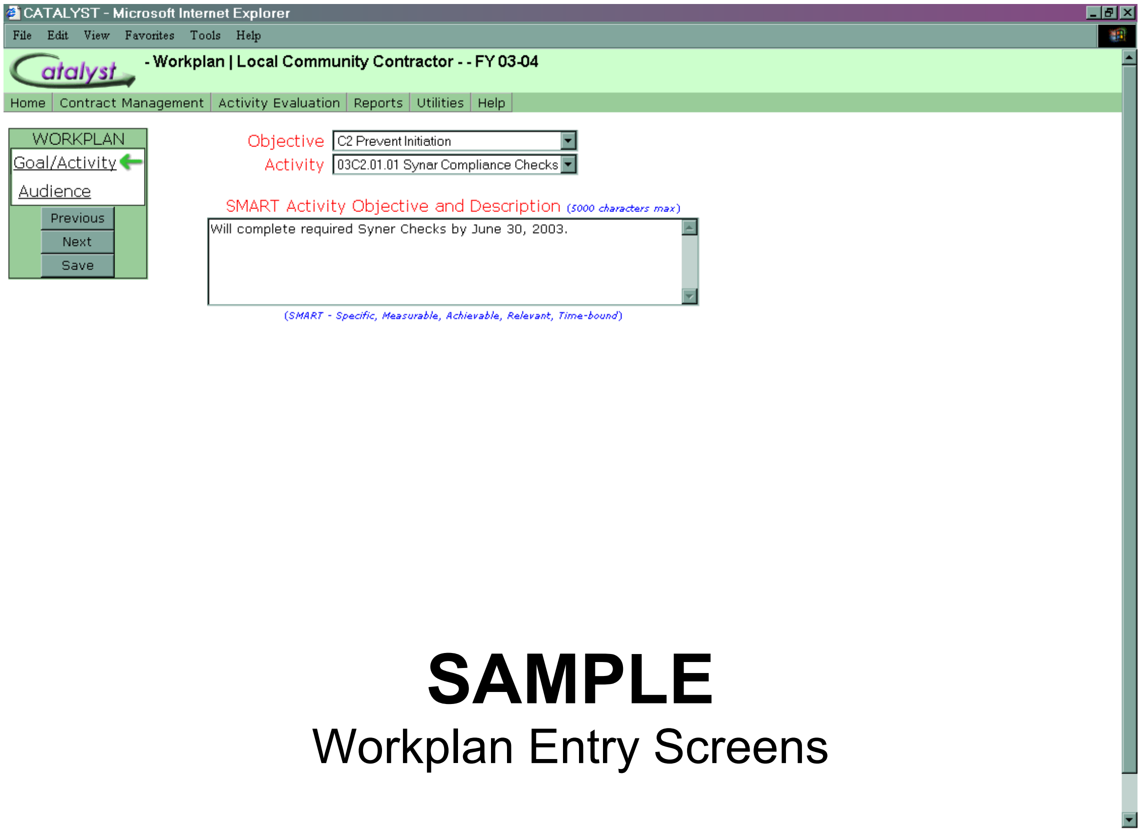
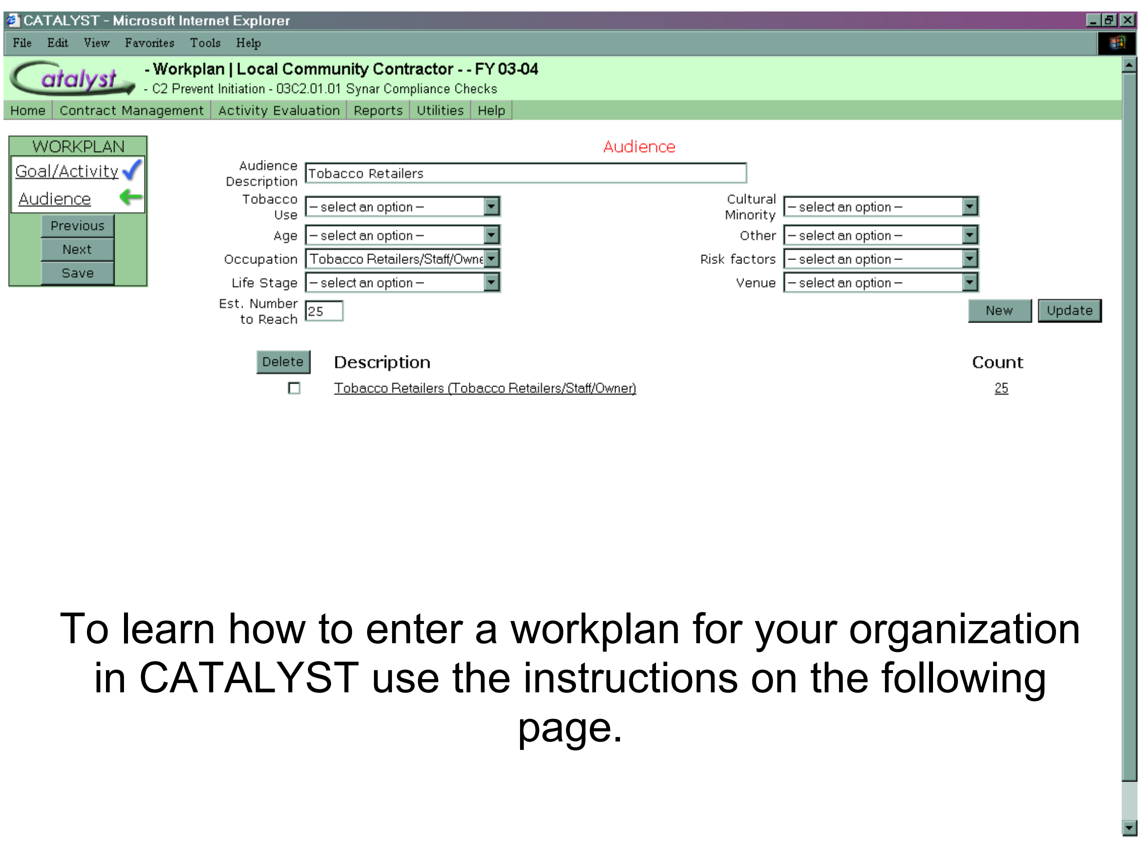
Rev. 2-13-03

Menu Location: **CONTRACT MANAGEMENT – Workplan Screens**



SAMPLE

Workplan Entry Screens



To learn how to enter a workplan for your organization in CATALYST use the instructions on the following page.

How to Enter Your Workplan into CATALYST

Step 1: Login to CATALYST – A successful login will open the message screen
(An unsuccessful login will give you a 'login failed' message in red)

Step 2: From the toolbar at the top of the screen
- Select **CONTRACT MANAGEMENT – WORK PLANS**

Step 3: The **FIND PLANNED ACTIVITY** screen will appear
- Check to see if the **CONTRACTOR** field is populated with your agency (If not, use the contractor drop down menu to select your agency)
- Select the appropriate **Contract Year**
- Click **NEW** (Clicking **FIND** will find all planned activities for your workplan)

Step 4: The **WORKPLAN** screen will appear
- The green header bar indicates Contractor and Year for the workplan
- Select a **GOAL** from the Goal drop down menu
- Select an **ACTIVITY** from the Activity drop down menu (If the Goal and Activity dropdown menus are empty use the CONTRACT MANAGEMENT-CONTRACT-Goal Tab to select the goals you would like available in your workplan. The corresponding activity lists will be included)
- Write a **SMART ACTIVITY GOAL DESCRIPTION** for your Goal/Activity combination (required)
- Click **NEXT**

Step 5: The **AUDIENCE** screen will appear
- Give an **AUDIENCE DESCRIPTION**
- Select at least one selection criteria option from the drop down menus
- Indicate the **ESTIMATED NUMBER TO REACH**
- Click **UPDATE**
- The newly defined Audience will appear below the selection criteria
- To define another Audience for the same Goal/Activity combination
- Click **NEW** and repeat Step 5
- For more information on defining audiences please refer to the Target Audience reference document

Step 6: Click **SAVE**
- CATALYST will return you to the **FIND PLANNED ACTIVITY** screen
- A message will appear in the green header bar to confirm your workplan entry was saved
- You can view your entry at the bottom of the Workplan screen under **Select a Planned Activity**
- Repeat the steps above to add additional Goal/Activity combinations to your workplan

SMART Objectives

Specific: identifies a specific event or action that will take place

Measurable: quantifies the amount of change to be achieved

Achievable (yet ambitious): is realistic given available resources yet challenging enough to accelerate program efforts

Relevant: is logical and relates to the program's goals

Time-bound: specifies a time by which the goal will be achieved

Example:

By July 2005, *publish* at least five anti-tobacco newspaper articles on secondhand smoke (SHS) in at least two community newspapers in the region.

S: anti-tobacco newspaper articles in community newspaper

M: five articles, two newspapers

A: realistic in the given time frame

R: secondhand smoke education

T: will be achieved by July 2005

Target Audiences

What is a "target audience" for my activities in CATALYST?
The "target audience" is the group of people who should be directly affected by your activity. More specifically, they are the people whose behavior, knowledge, or beliefs you hope to change with your activity. The Workplan Workbook lists *Recommended Audiences* for each activity.

How do I select 'attributes' that describe my target audience in CATALYST?
After selecting your goal and activity, the second – and final – step in entering the activity into your workplan is to describe your target audience.

The attribute lists are attached to this document. You can select up to one from each list, or only one total. For example, the target audience for a community newsletter could be named "Community Members" with the attribute "other-community stakeholders" while the audience for a *very* targeted secondhand smoke education effort could be named "Pregnant Hispanic Migrant Workers" with the attributes "life stage-pregnancy AND multicultural-Hispanic AND demographic-low income".

You need to select at least one attribute because if you do not select anything your target audience would be "all living people in my county/ESD". That would not be realistic. *For any activity you are doing, you should have an Audience Description, at least one attribute, and the Estimated Number to Reach.*

How do I select more than one Cultural Minority group to target, for example if I am targeting the Quit Line to Hispanics and Sexual Minorities? (This could apply to any of the audience attribute categories)
You must enter these as separate audiences. In some cases DOH can create new audience categories, if you feel very strongly that some additional audience is needed. However, the point of individually identifying audiences is to help you communicate that you are targeting them specifically. If you did not require separate approaches for Hispanic and Sexual Minority populations, then two separate audiences would not be necessary,

I'm confused about who exactly I should report on, because there are really several groups that are affected by my activity.
Many of the activities we do can have multiple audiences – including primary, secondary, and distal target audiences. Numbers you enter into CATALYST should be for your *primary audiences*.

Examples comparing these types of audience follow:

Example 1: Directly educating youth about the dangers of tobacco

Activity		Primary Target Audience
You & Your Activity	→	Youth

Example 2: Educating parents to talk to their children about dangers of tobacco

Activity		Primary Target Audience		Secondary Target Audience
You & Your Activity	→	Parents	→	Youth

Example 3: Educating social service agency staff to train parents to talk to their children about dangers of tobacco

Activity		Primary Target Audience		Secondary Target Audience
You & Your Activity	→	Agency Staff	→	Parents

↓ **Distal Target Audience**

Youth

Example 4: Other activity types that may have confusing target audiences

ACTIVITY	PRIMARY TARGET AUDIENCE	SECONDARY TARGET AUDIENCE
Media Advocacy (getting articles in local media to promote your issue)	Newspaper, radio, or other media reporters/staff	Readers/consumers of media
Peer Education (TATU, etc.)	Older youth trained to make presentations	Younger youth recipients of presentations
Teacher/Staff Training	Teachers/Staff	Recipients of programs or curricula
Newsletter	"Community Stakeholders" or other descriptive of your audience – note that this will only be reported on once with updates. So if 200 people receive your quarterly newsletter, the total number served should be about 200 (not 800=200X4)	n/a

How accurate do my "benchmark numbers" (estimated numbers of each audience type to reach) need to be? Will I be held accountable to these numbers, and could a failure to reach them have fiscal consequences?
DOH staff understands that you are becoming accustomed to estimating the target audience numbers. What we expect is that you will give your best guess, and DOH will treat that number accordingly. It is likely that is some cases the benchmark will be far exceeded, and in some cases there will be difficulties that prevent the benchmark from being reached. Regular contact with your contract manager is crucial so that he/she is not surprised.

What is the purpose of having numbers put in, if they might be poor estimates?
Entering estimates of target audience reach helps DOH to understand approximately how much resource/effort is being dedicated to that activity. Without such a number, it is impossible to tell the difference between a $40 activity and a $4,000 activity.

When are we supposed to report on our activities, and how will the Contract Managers check that?
DOH contract managers will check for your entries on a monthly basis. Since you have until the 10th of each month to complete entries to describe activities for the previous month, contract managers will check your entries shortly after the 10th. If you have questions about your reporting, please contact your contract manager.

CATALYST Audience Attributes

Tobacco Use
Current Smokeless Tobacco User
Current Smoker
Current Users Any Tobacco
Experimenting with Tobacco
Former User
Non-User

Age
Elementary School Youth
High School Youth
Middle/Junior High School Youth
Seniors
Young Adult/College

Occupation
Daycare Providers
Elementary School Staff
Employers/Management
ESD Staff
Foster Homes
Health Care Providers/Organizations
High School Staff
Law Enforcement
Local Government Officials/Policymakers
Media (Reporters, Editorial Board)
Middle/Junior High School Staff
P&I Staff
Restaurant Owner/Managers
School or District Administrators
Social Services Providers/Organizations
Tobacco Prevention Staff
Tobacco Retailer/Staff/Owner
Youth Service Providers/Organizations

Life Stage
Parents/Families
Pregnant Women

Cultural Minority
African Americans
Asian/Pacific Islanders
Hispanic/Latino Americans
Minority-serving Organizations
Native Americans
Other Race/Ethnic Minority
Russian/East European Immigrants
Sexual Minorities

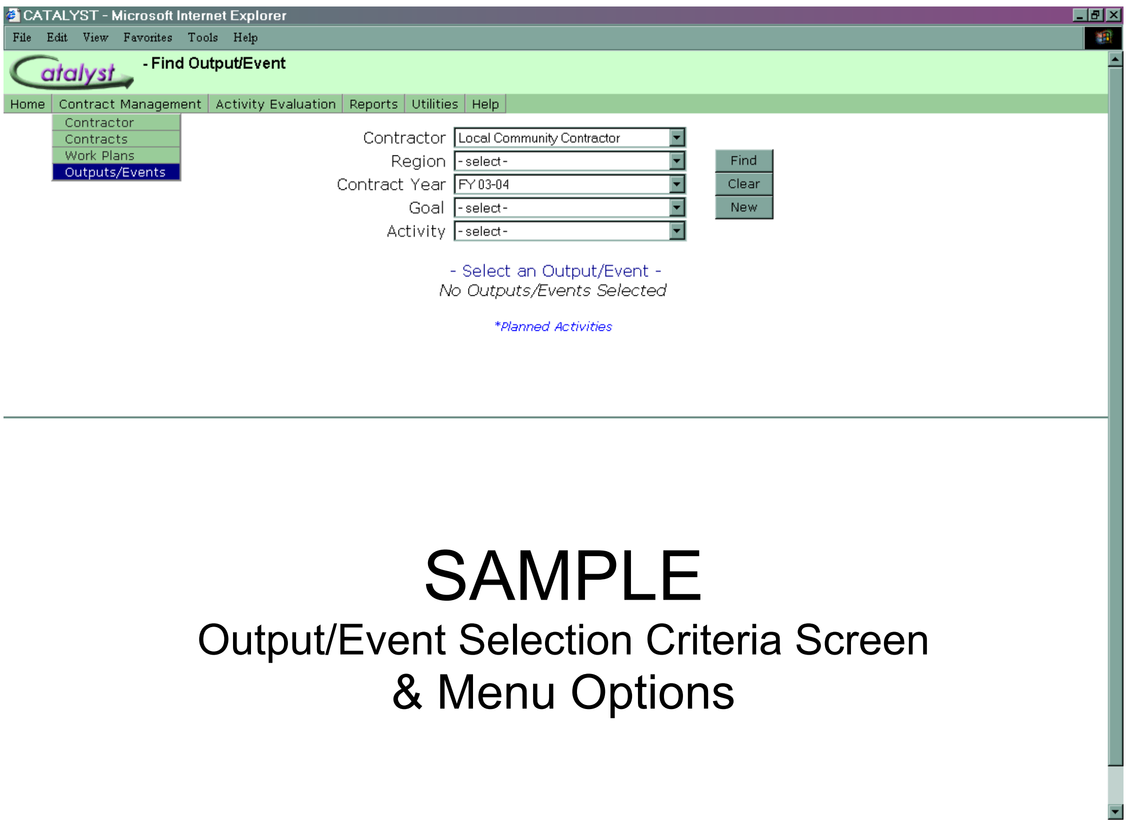
Other
Advisory Board Members
Faith-based
Local Opinion Leaders
Restaurant Patrons
Service Clubs/Organizations
Stakeholders
Youth Leaders

Risk Factors
At-risk Socio-economic-peer Risk
Disability (Physical, Mental)
Juvenile Offender
Low Income
Offender

Venue
Community Site
Newsletter
Public Policy
Retailer Establishment
School Building
School District
Special Events
TV/Radio/Newspaper
Website
Worksite

Reporting on Outputs In CATALYST

CONTRACT MANAGEMENT – OUTPUTS/EVENTS



SAMPLE

Output/Event Selection Criteria Screen & Menu Options

<u>Output/Event</u> Reporting in CATALYST

Menu Location: CONTRACT MANAGEMENT – OUTPUTS/EVENTS

Purpose:

- Allows users to view & track their own program outputs/events
- Creates a historical record of program activities with specific details
- Charts progress at accomplishing workplan goals
- Enables users to track time spent on specific activities

Which reports display Output/Event information in CATALYST?

- **Goal-Activity-Output**
  - What are our outputs for a particular goal-activity combination?
- **Actual Activities**
  - What have we achieved with a particular activity?
  - When did we do a particular event?
- **Actual Activities Detail**
  - What was our experience with a particular activity – how many were served, and where?
  - What stories did we have to tell about this particular activity?
- **Planned vs. Actual**
  - How are we doing (high-level) at accomplishing the activities in our workplan?
- **Outputs by Audience**
  - What audience(s) was served by a particular output?
- **Outputs by Subregion**
  - How are our activities geographically distributed in our service area (recorded using school districts boundaries)?
- **Partnership**
  - How much time/value has a particular key partner contributed during a certain time period?
  - How much time/value has been contributed overall to our organization during a certain time period?

Frequently Asked Questions (FAQs):

Q: When reporting Outputs do I use the FIND or NEW button?

A: Using the FIND feature will allow you to locate a previously entered Output in CATALYST and add new information to the Activity Journal. Clicking NEW creates a new output in CATALYST for a particular goal/activity combination (see next page for more information)

Q: How often do I report Outputs in CATALYST?

A: Outputs should be entered by the 10th of each month unless otherwise negotiated with your contract manager.

Q: Who can view my Output/Event information?

A: Users can only view Actual Activities for their own contract. Contract Managers and the Evaluation staff can view all Actual Activities for all contractors.

Using FIND vs. NEW for Output/Event Entry

Menu Location: CONTRACT MANAGEMENT – OUTPUTS/EVENTS
Find Output/Event screen appears with a **FIND** and **NEW** button

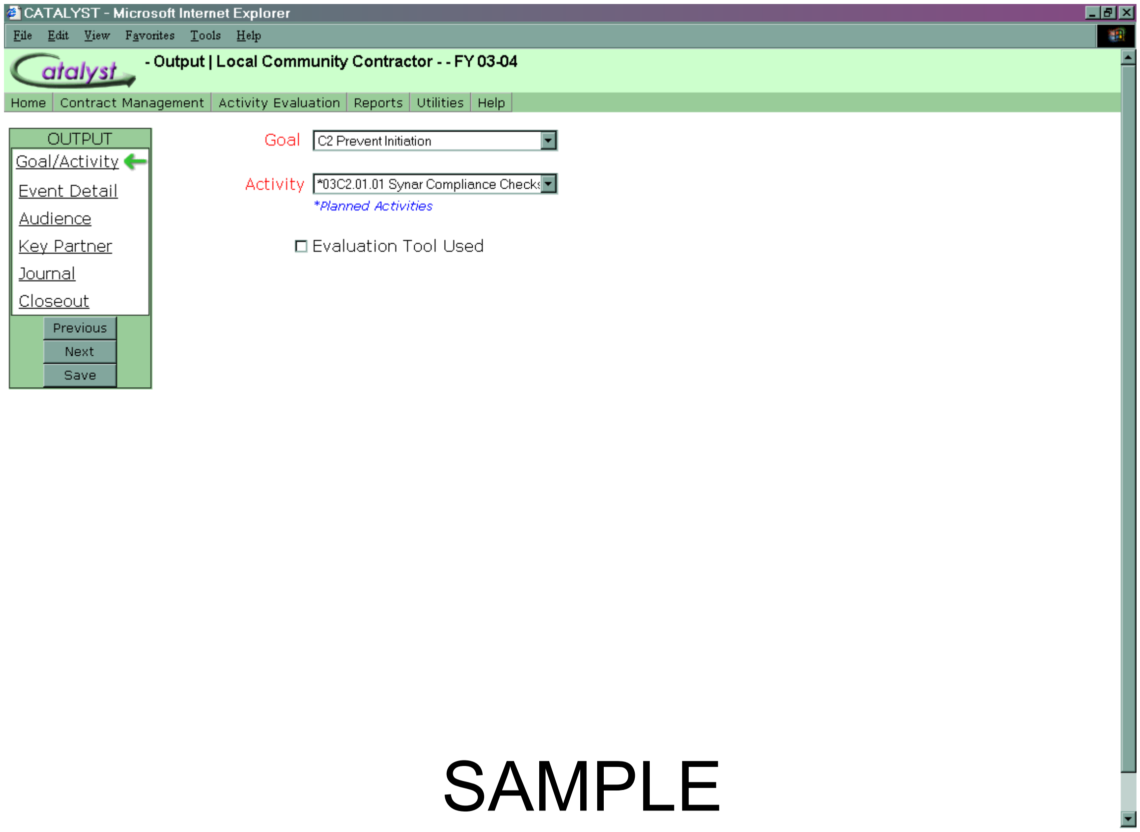
Issue: When reporting on Outputs/Events in CATALYST users have the option of selecting **NEW** to report a new Output/Event or selecting **FIND** to add more details to the Activity Journal of an existing Output/Event report

NEW creates a new Output/Event in CATALYST for a selected Goal/Activity combination. Selecting NEW requires entry of Goal/Activity, Event Details, Audience, Key Partners (if applicable) and Journal information. NEW allows users to report multiple times on the same Goal/Activity combination to capture new event details, audiences, and key partners.

FIND generates an Output/Events list based on the selection criteria. Selecting FIND enables users to add details to the journal of a selected Output/Event. FIND allows users to report on an on-going activity without duplicating audience numbers.

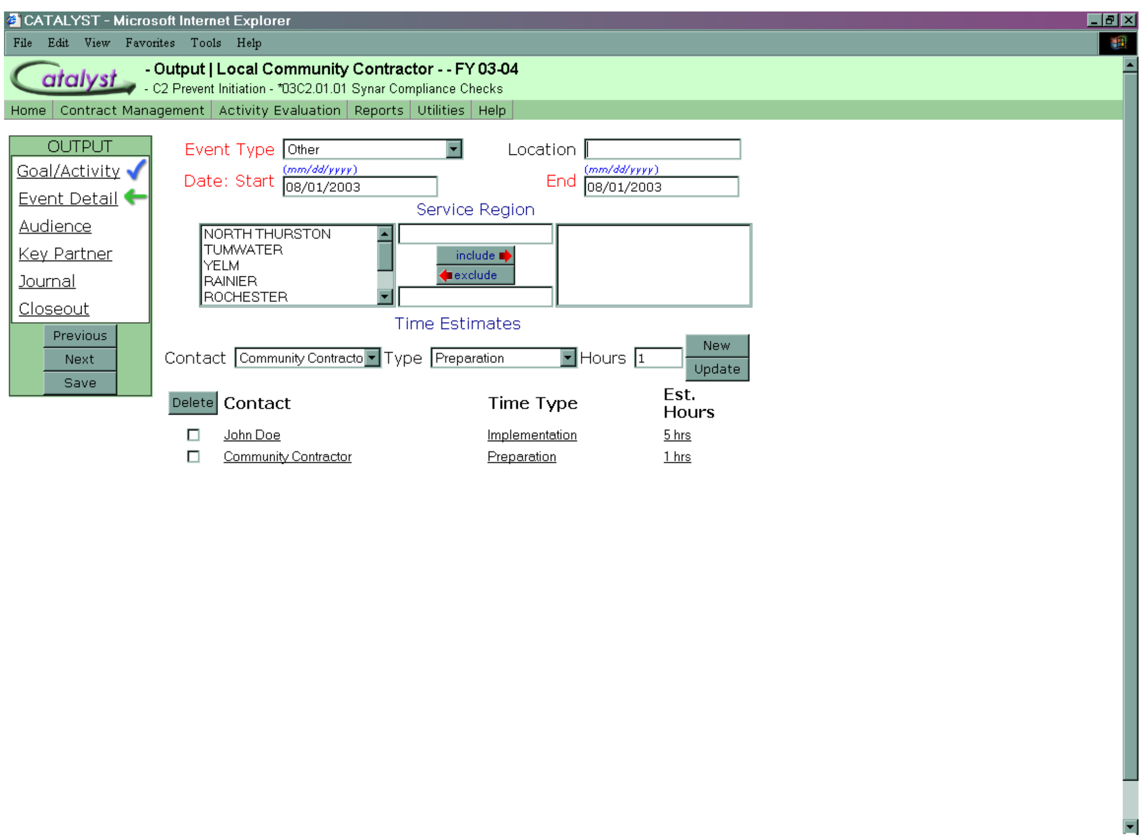
The table below gives a few examples of how to report on particular activities using the **NEW** or **FIND** feature. If you are uncertain how to report a particular Output/Event, refer to your Output Reporting Guide or contact your contract manager for further guidance.

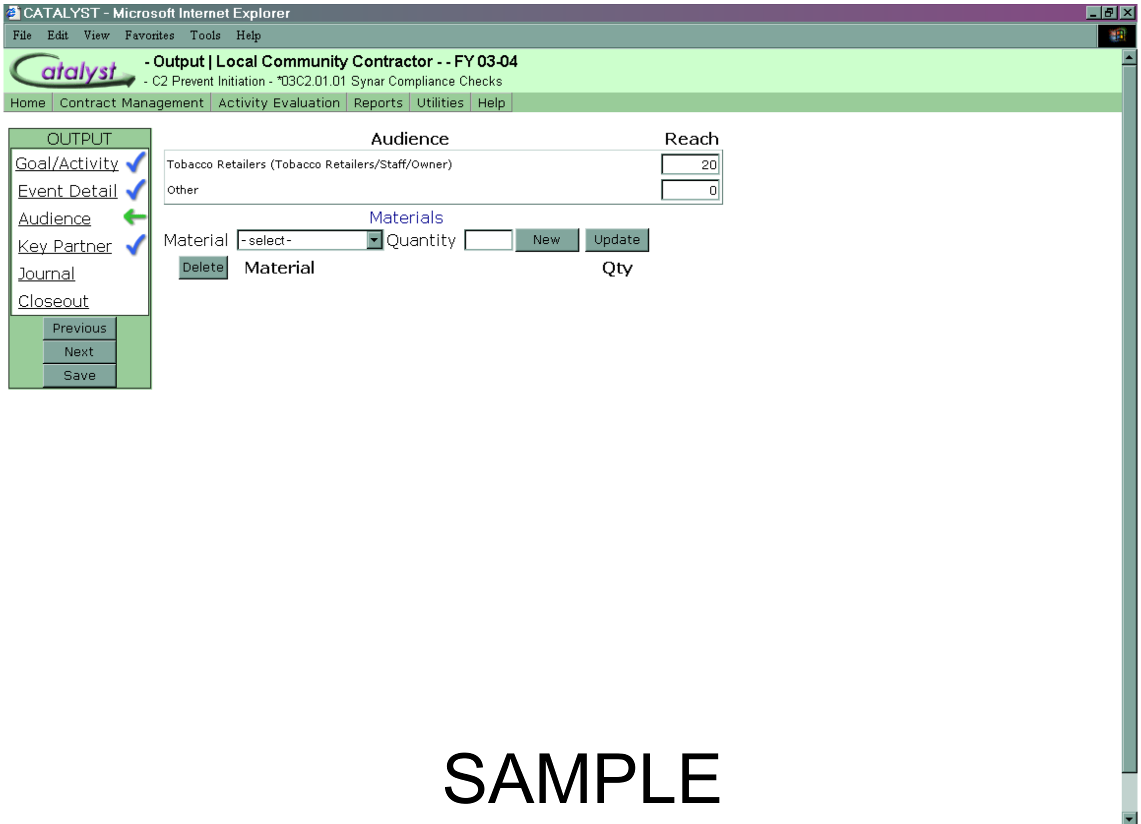
Activity	Select
Advisory boards, coalitions, and classes that have periodic meetings with the same audience	Select **FIND** and add event notes to the Activity Journal
Synar Compliance Checks	Select **NEW** to report on a new group of compliance checks
Newsletter distributed to mailing list	Select **FIND** and add event notes to the Activity Journal
Diversion Program	Select **NEW** if reporting on a new audience group and **FIND** if adding new details to an on-going group



SAMPLE

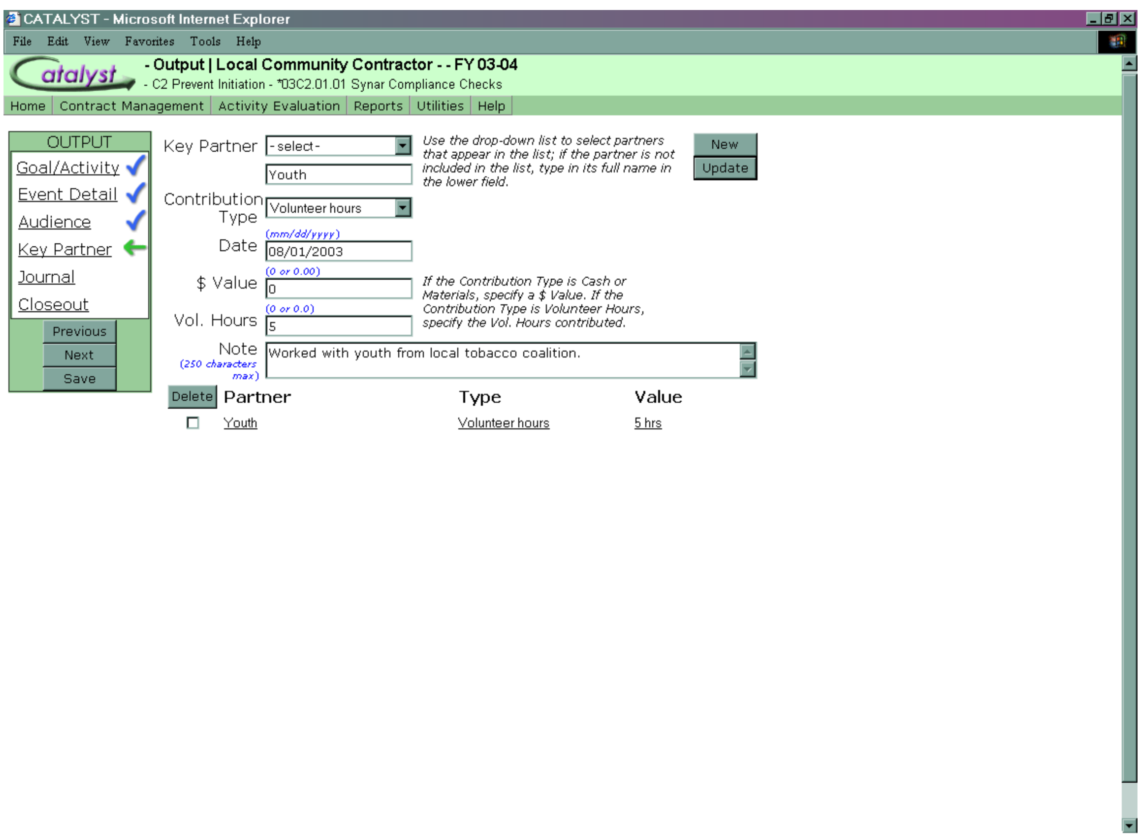
Output/Event Entry Screens

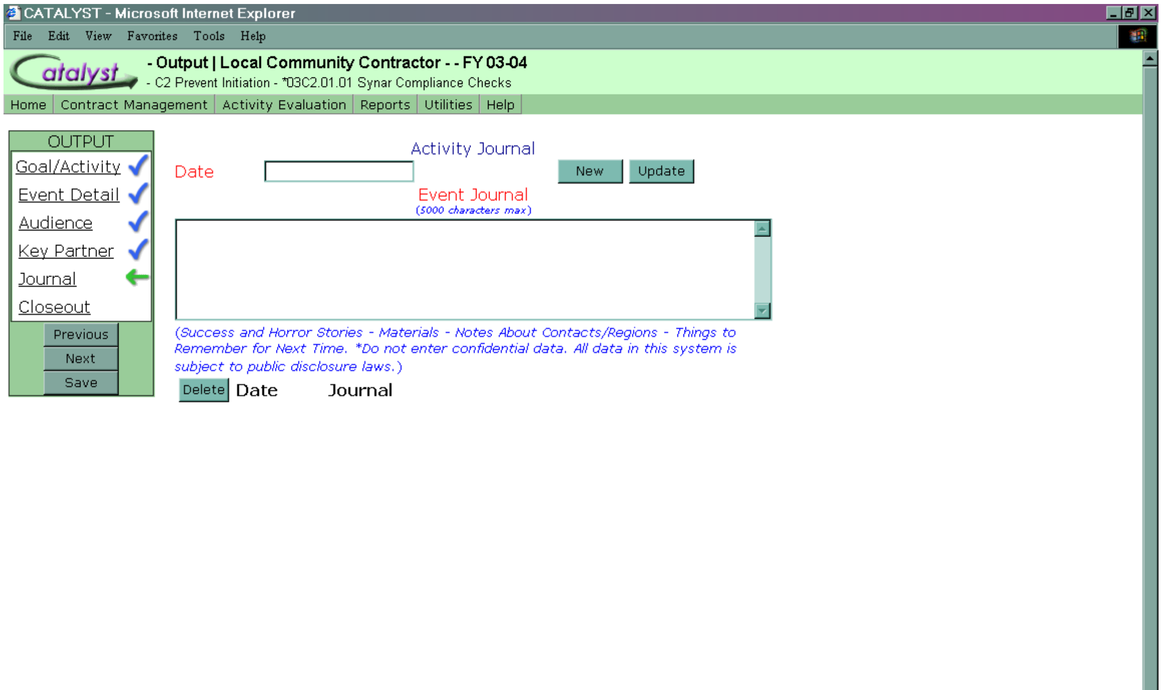




SAMPLE

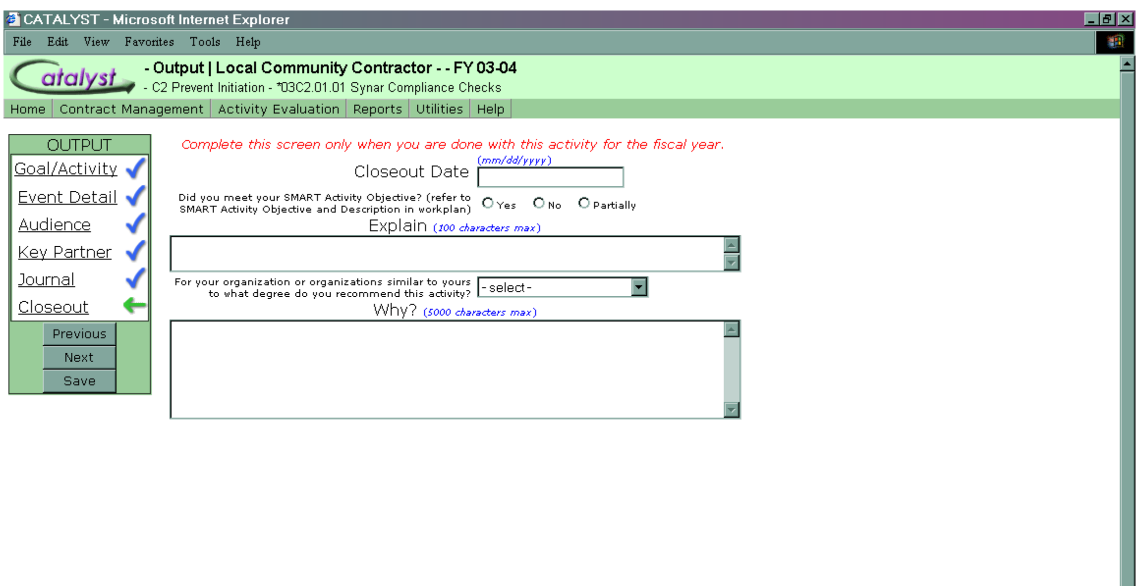
Output/Event Entry Screens





SAMPLE

Output/Event Entry Screens



To learn how to enter a workplan for your organization in CATALYST use the instructions on the following page.

How to Report on <u>Outputs/Events</u> in CATALYST

https://fortress.wa.gov/doh/catalyst

Step 1: Login to CATALYST – A successful login will open the message screen
(An unsuccessful login will give you a 'login failed' message in red)

Step 2: From the toolbar at the top of the screen
- Select **CONTRACT MANAGEMENT – OUTPUTS/EVENTS**

Step 3: The **FIND EVENT** screen will appear
- Check to see if the **CONTRACTOR** field is populated with your agency (If not, use the contractor drop down menu to select your agency) &
- Click **NEW** (Clicking **FIND** will find all reported events for your contract)

Step 4: The **OUTPUT** screen will appear
- The green header bar indicates Contractor and Year for the contract
- Select an **GOAL** from the Goal drop down menu
- Select an **ACTIVITY** to report on from the Activity drop down menu (Planned Activities are indicated with an *. You can also report on Unplanned Activities as needed) and
- If you used an Evaluation Tool to evaluate the activity then click the check box for Evaluation Tool Used. Using this check box creates a list of activities with survey data associated with them for selection in Phase II – Survey Data Entry.
- Click **NEXT**

Step 5: Describe the **EVENT DETAILS**
- Select the **EVENT TYPE** from the drop down menu
- Indicate a **LOCATION** for the event (Optional feature)
- Indicate the **START** and **END** date
- Choose a **SERVICE REGION** (In CATALYST Service Regions are defined by School District boundaries) (Optional feature)
- Select a **CONTACT, TYPE** (Preparation, Implementation, Travel), and **HOURS** for the Activity/Event (Optional feature)
- Click **NEXT**

Step 6: Define the **AUDIENCE REACHED** for the event
- If you are reporting on a Planned Activity CATALYST will retrieve the audience categories you planned for in your workplan
- For a Planned Activity indicate the **NUMBER REACHED** in each audience category ("Other" is always an option)
- For Unplanned Activities report the Number Reached under "Other" and describe the audience in the Event journal.
- Indicate Materials that were distributed for this activity by selecting the Material type and Quantity. Click Update to add to the material list and New to add a second material type
- Click **NEXT**

(Continue on next page)

Step 7: Record **KEY PARTNER** support for the event

- Select a **KEY PARTNER** from the drop down menu or type the name of the key partner in the text box
- Select the **CONTRIBUTION TYPE** from the drop down menu
- Indicate the **DATE** of the contribution
- For Cash or Materials indicate a **$ VALUE**
- To report **VOLUNTEER HOURS** specify the # of hours contributed
- Record any **NOTES** you want to remember about this Key Partner
- Click **UPDATE** (Update will add the Key Partner to the bottom of the screen)
- Click **NEW** to add another Key Partner for this event or click **NEXT**

Step 8: The **EVENT JOURNAL** is for you to record details about the event

- Indicate the **DATE** of the event
- Record process details in the text box
- Click **UPDATE** (Update will add the Journal to the bottom of the screen)
- Click **NEW** to add another Journal for this event or click **NEXT**

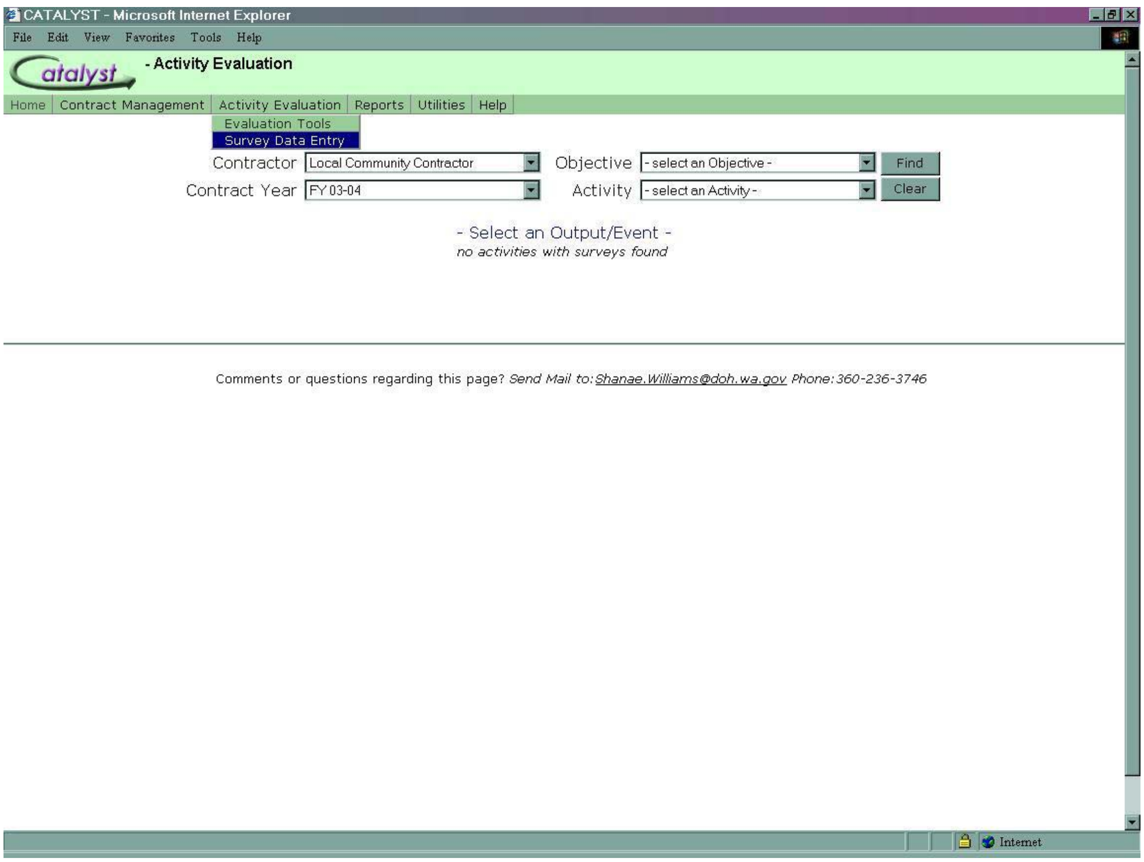
Step 9: Use the **CLOSEOUT** tab to complete an activity for the year

- Complete this screen only when you are done with this activity for the year
- Enter the date for Closeout
- Use the radio button to indicate whether you met your SMART goal (Yes, No, Partially). SMART goals were entered for each Planned Activity and can be found by running a Planned Activity Report.
- A comment box is provided for further explanation
- The final section of the Closeout feature asks users to provide a recommendation based on their experience with this specific activity
- Provide a detailed explanation in the WHY? Text box. This information will be made available in a report for all users to query by activity.

Step 10: Click **SAVE**

Survey Data Entry In CATALYST

ACTIVITY EVALUATION – SURVEY DATA ENTRY



SAMPLE
Survey Data Entry Selection Criteria Screen

Survey Data Entry in CATALYST

Menu Location: ACTIVITY EVALUATION – SURVEY DATA ENTRY

Purpose:

- Allows users to attach survey data to an output in CATALYST
- Standardized surveys available for activity evaluation
- Survey data can be downloaded and analyzed with other software packages

Which reports display Activity Evaluation information in CATALYST?

- **Pre Group & Question**
  - What were the summary responses for the Pre-test or stand-alone test we gave to a group of program participants?
- **Pre & Post Group & Question**
  - How did the group participants change in their responses from the beginning to the end of the program?
- **Response Distribution**
  - For a pre-test or a post-test or a stand-alone event, what percentage of the people who took the survey answered in a particular way?
- **Generic Tracking**
  - How many requests for information have been recorded in the past month?
- **Individual Retailer Tracking**
  - What are the compliance results for a particular retailer?
- **Group Retailer Tracking**
  - What are the Operation Storefront results for a particular region?

Frequently Asked Questions (FAQs):

Q: Am I required to enter survey data for activities in my workplan?

A: Currently there is no requirement for entering survey data in CATALYST. Using the survey data entry feature in CATALYST can help you assess the value of a particular activity in your workplan.

Q: Do I need to enter every survey for each activity?

A: A sample of surveys is acceptable for evaluation purposes. To determine a sample size contact a CATALYST administrative support person.

Q: Can I use surveys that are not in CATALYST?

A: Yes, non-standardized surveys can be entered in CATALYST for evaluation of local health projects. Contact a CATALYST administrative support person for more details on Special Project Surveys.

How to Enter Survey and Tracking Data in CATALYST

Step 1: Login to CATALYST – A successful login will open the message screen
(An unsuccessful login will give you a 'login failed' message in red)

Step 2: From the toolbar at the top of the screen
- Select **ACTIVITY EVALUATION**
- The **SURVEY DATA ENTRY** link will allow the user to enter survey data for a reported output/event. Click **SURVEY DATA ENTRY**
- Note: The link for **EVALUATION TOOLS** will open a new page and give the user printing/viewing access for the tools in CATALYST

Step 3: The **ACTIVITY EVALUATION** screen will appear
- Check to see if the **CONTRACTOR** field is populated with your agency (If not, use the contractor drop down menu to select your agency)
- Select the **ACTIVITY** associated with the data to be entered (i.e.: C2.01.01 Synar Compliance Checks)
- Click **FIND** (A list of reported events will appear)
- Select the **OUTPUT/EVENT** that corresponds with the data to be entered.
***(Note: You must first report on an output/event and click the "Evaluation Tool Used" button before you can enter survey & tracking data for that output/event – Follow the steps in "How to report on Outputs in CATALYST" then return to these instructions)**

Step 4: The **SELECT SURVEY** screen will appear
- The green header bar indicates the Contractor Name and Activity
- Select the form to be used by clicking on the **SURVEY NAME** drop down menu
- To begin entering data click **ENTER NEW SURVEY DATA**

Step 5: The **PARTICIPANT** screen will appear
- Begin by entering the metadata for your project (i.e. address information, name code, grade, etc.)
- Enter the **SURVEY DATE** (mm/dd/yyyy) and click **ENTER DATA**
- Answer the questions on each screen and click **NEXT SECTION** to move through the survey (**PREVIOUS SECTION** if you need to go back)
- When the last question is answered CATALYST returns to the Participant/Retailer screen and prompts the user for the next survey entry

Step 6: Reports
- CATALYST automatically generates results for the data entered
- Select **REPORTS – ACTIVITY EVALUATION** and the corresponding report for the information entered

Notes:
1. Enter Data – gives users access to the Compliance Check Form in CATALYST
2. Clear – clears the selection criteria from the data fields
3. Find Participant/Retailer –using selection criteria provides access to the participant/retailer database
4. Find Survey – using selection criteria users can search the system for previously entered data attached to a participant or retailer and choose to make survey corrections or delete a survey

Reporting School District Level or Subcontractor Data in CATALYST

Purpose:

- Allows subcontractors to have a contract in CATALYST under the umbrella of the primary contractor
- Gives contractors the ability to enter a workplan and report on outputs/events for subcontractors
- Enables contractors to run reports based on subcontractor data in CATALYST
- Gives ESDs the ability to monitor data at the school district level
- *This is an optional enhancement and does not apply to every contractor

Which reports display Subcontractor data in CATALYST?

- The Contract Management reports currently available in CATALYST can also be used to query/view subcontractor data. One new report has been added specifically for subcontractors

- **Subcontractor Activity Summary Report**
  - Similar to Statewide Activity Summary (SAS) report
  - Uses a grid to display workplan activities across subcontractors for a particular contractor

Frequently Asked Questions (FAQs):

Q: What is a subcontractor in CATALYST?

A: A subcontractor is defined as any entity other than the primary contractor responsible for carrying out part of the planned activities in a given contract year. This can be a contractual or non-contractual arrangement. This feature is primarily used by ESDs to track activities at the school district level.

Q: How does the subcontractor enhancement work?

A: Contractors interested in reporting subcontractor information in CATALYST can contact a CATALYST administrative support person and arrange for a subcontract to be added to their contract. The new contract is under the umbrella of the primary contract. Subcontracts are identified by their region name. Data entry is then divided between the primary contract and any subcontracts. The following two pages demonstrate how to report subcontractor activities.

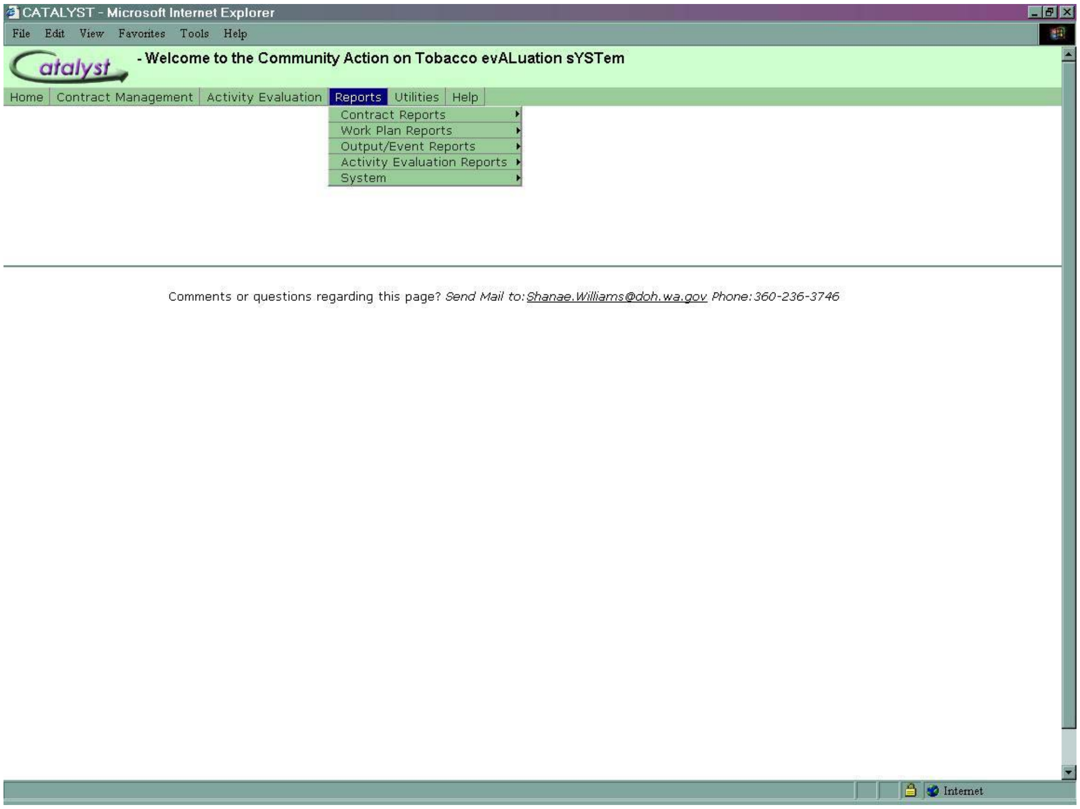
Q: What is the difference between creating a contract for a subcontractor and using the service region feature to enter school district information?

A: The subcontractor enhancement allows all contractors to manage subcontracts in CATALYST by entering an individual workplan and reporting outputs and generating reports by subcontract. Using the service region feature to report school district activity will record the output under the primary contract but will not make the data available for reports by subcontract.

Q: Do I have to report by subcontractor?

A: Users only use the subcontractor feature if they have arranged to do so with their contract manager and have contacted a CATALYST administrator to add the subcontractor information to CATALYST. ESDs are encouraged to report by subcontractor (school district).

Creating Reports In CATALYST



Tips for creating reports in CATALYST

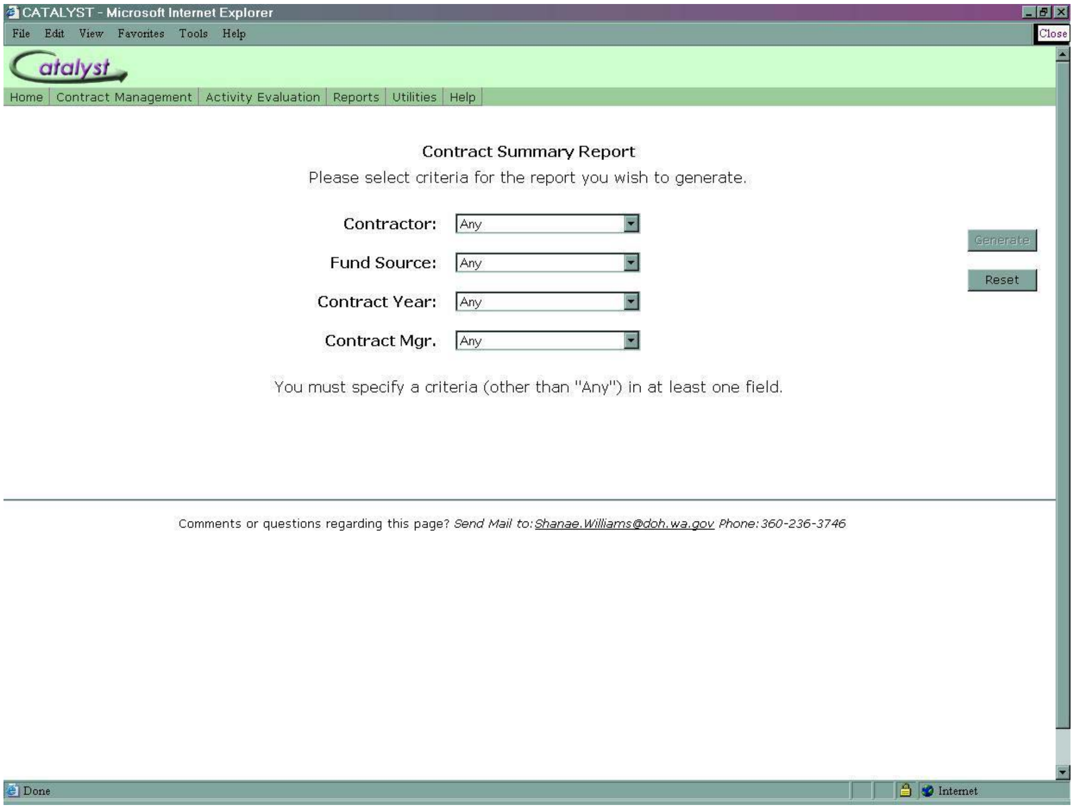
1. Reports are not saved in CATALYST and continually change as new information is entered into the system.

2. Reports can be pasted in WORD or EXCEL for further formatting.

3. Reports can be printed directly from browser.

4. Reports can be printed with landscape or portrait orientation.

Contract Summary Report



Questions to answer:

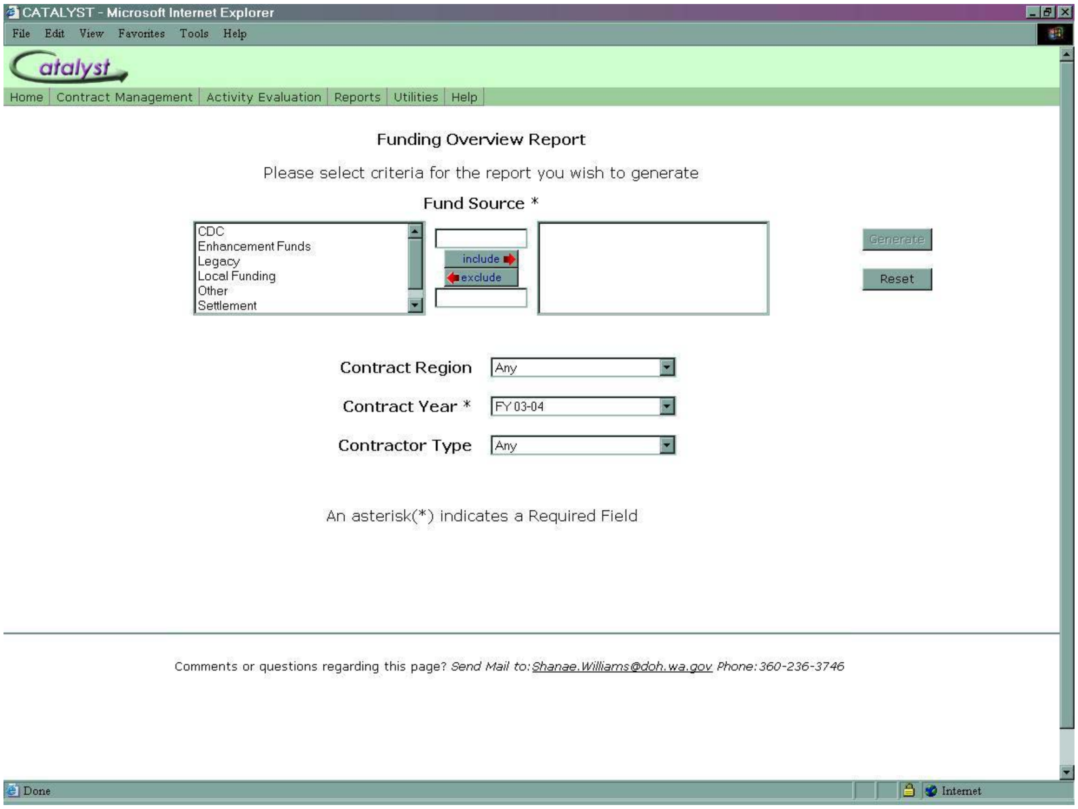
1. **Local Q:** How much money did we get in a particular year?

2. **Local & State Q:** How did we distribute our funds among goals?

3. **Local Q:** How can I summarize important information about our contract for an administrator?

4. **Local & State Q:** What are the details related to a current or past contract?

Funding Overview Report



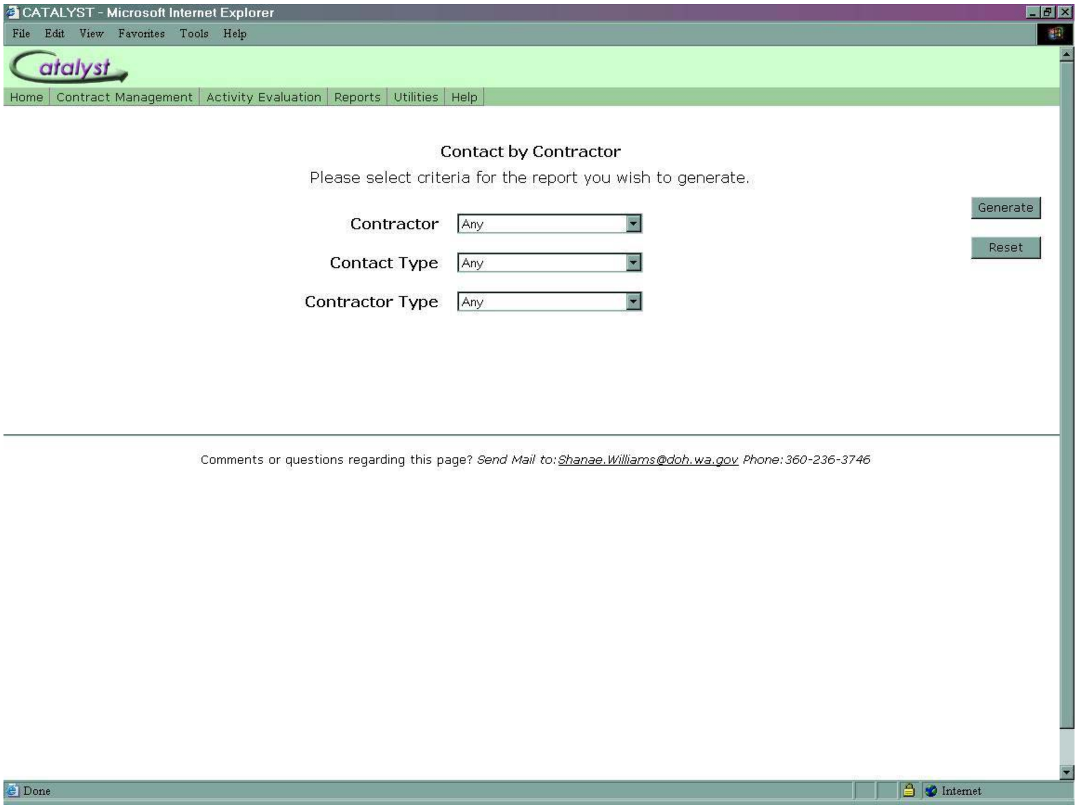
Questions to answer:

1. **State & Local Q:** How is our funding distributed overall?

2. **Local Q:** How much have our Key Partner contributions been in total?

3. **Local Q:** What goals are most supported by our Key Partners?

Contact By Contractor Report



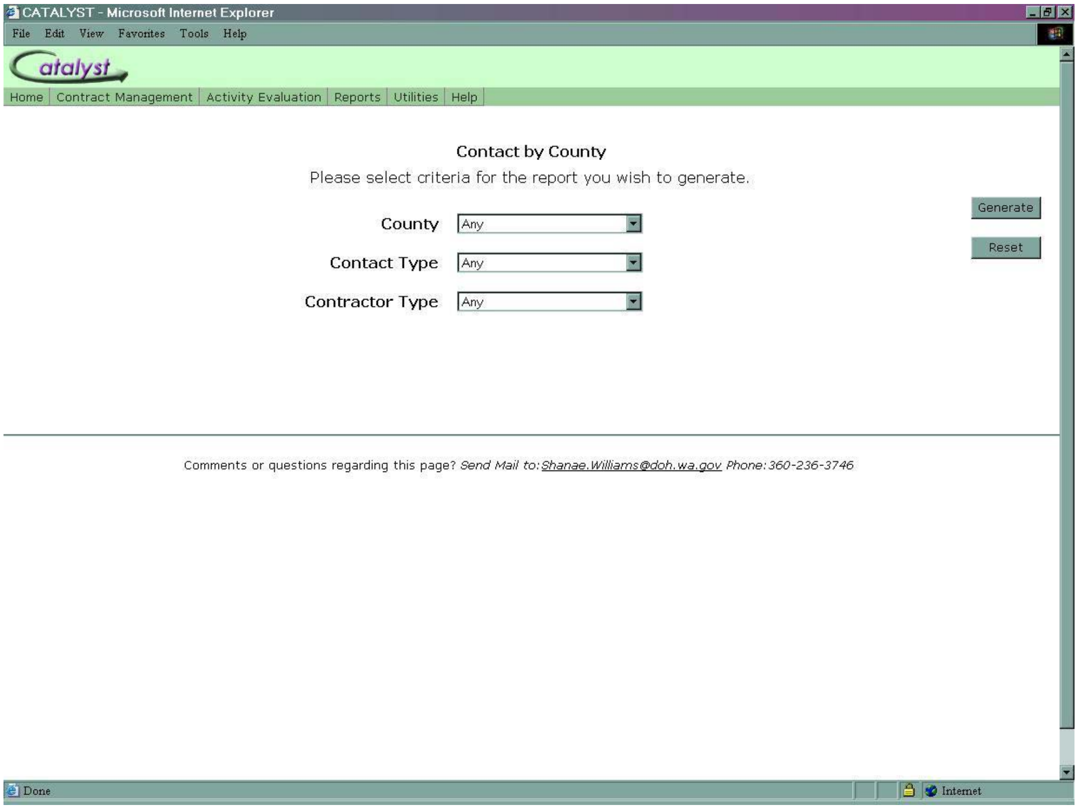
Questions to answer:

1. **Local Q:** Who was that very nice person I met at the meeting from the Local Health Department?

2. **Local Q:** What is the contact information for the DOH Assessment/Evaluation staff?

3. **State & Local Q:** Provide a list of all the contacts for a particular contractor.

Contact By County Report



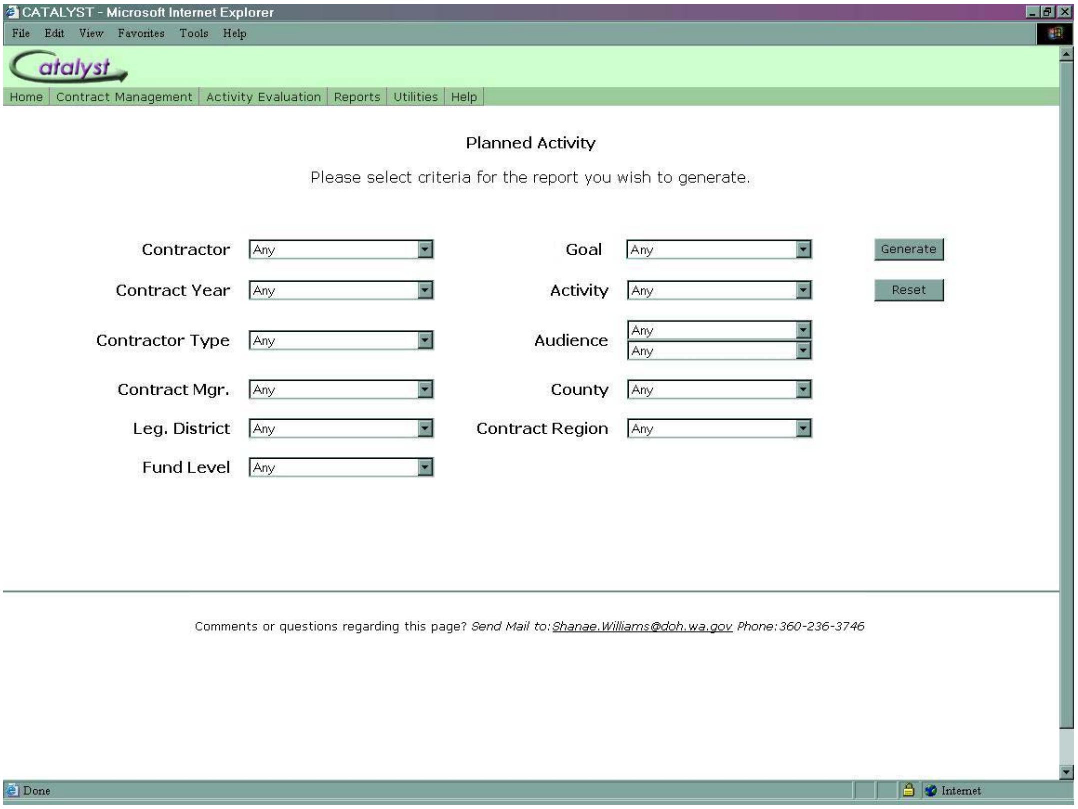
Questions to answer:

1. **Local Q:** Who are all of the important tobacco control contacts in my county?

2. **Local Q:** Who are all of the ESD contacts in my county?

3. **State & Local Q:** Who are all of the second hand smoke contacts in the state?

Planned Activities Report



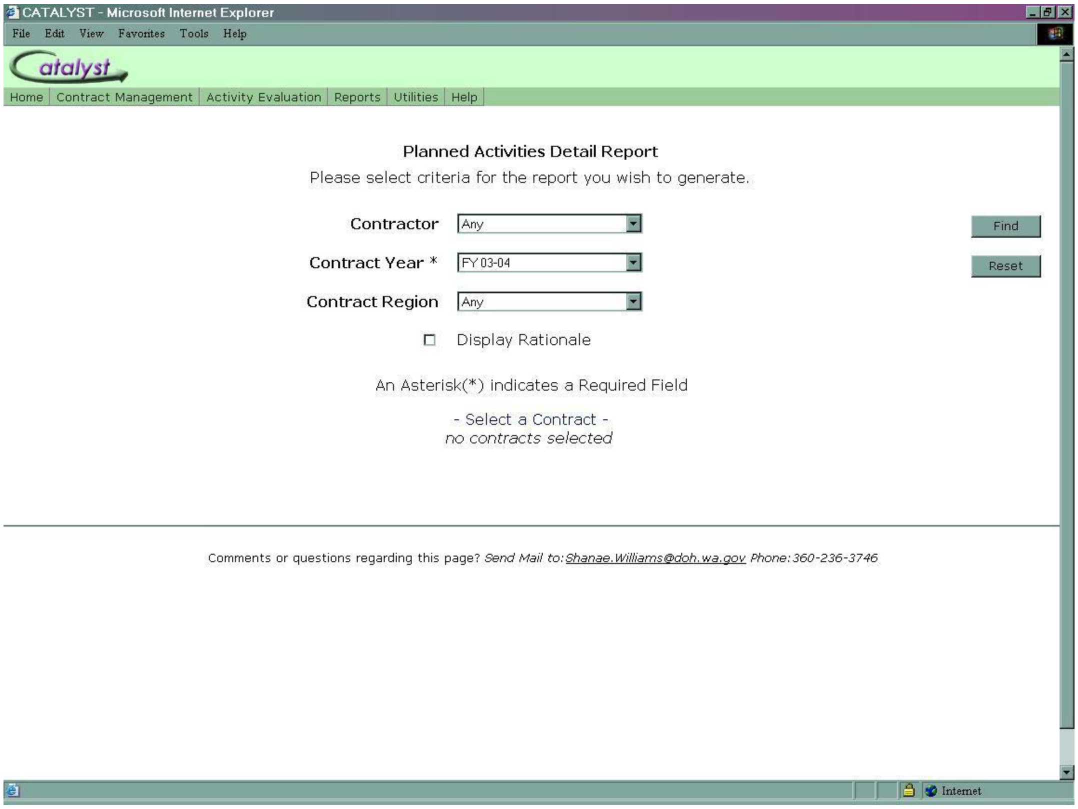
Questions to Answer:

1. **Local & State Q:** Who is doing a particular activity with a particular target audience?

2. **State Q:** What is a particular contractor doing overall or in a particular area?

3. **Local Q:** What did our organization do last year?

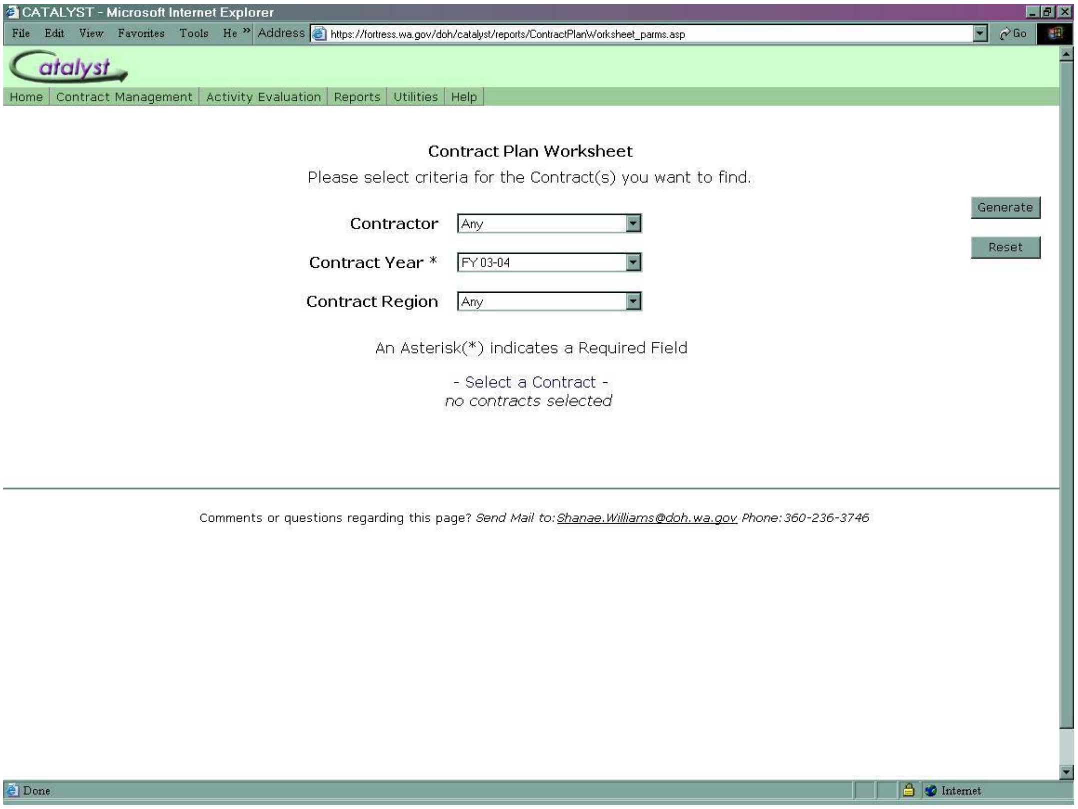
Planned Activities Detail Report



Questions to Answer:

1. **Local Q:** What is the entire workplan for my organization?

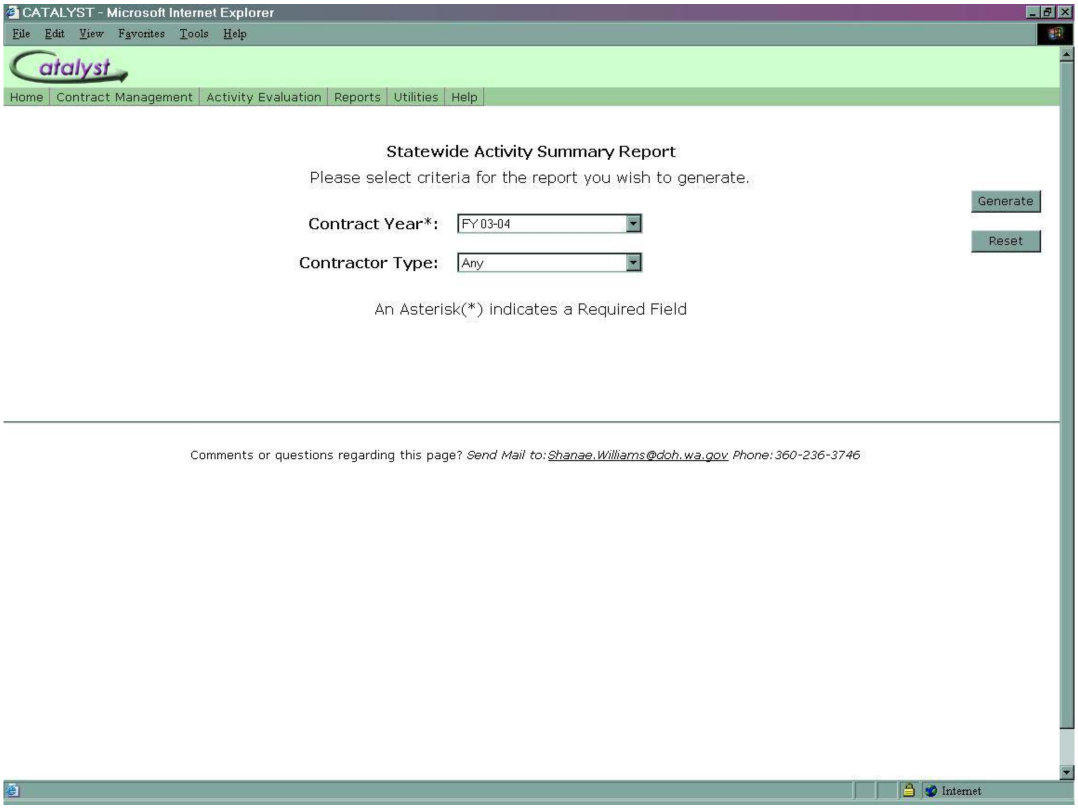
Contract Plan Worksheet



Questions to Answer:

1. **Local Q:** How can I start planning to implement my workplan activities?

Statewide Activity Summary Report



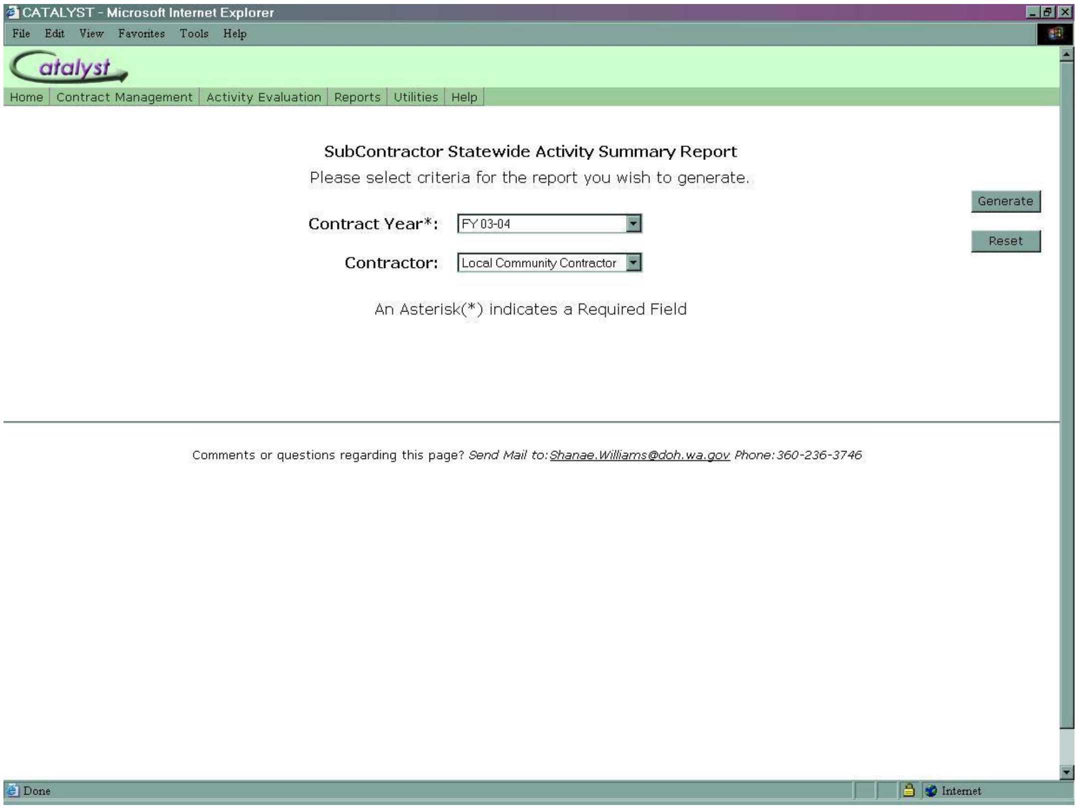
Questions to Answer:

1. **State Q:** How many school programs in the state are working with Life Skills?

2. **State Q:** How many communities have youth coalitions?

3. **Local Q:** What are other contractors that "look like me" doing in their work plans?

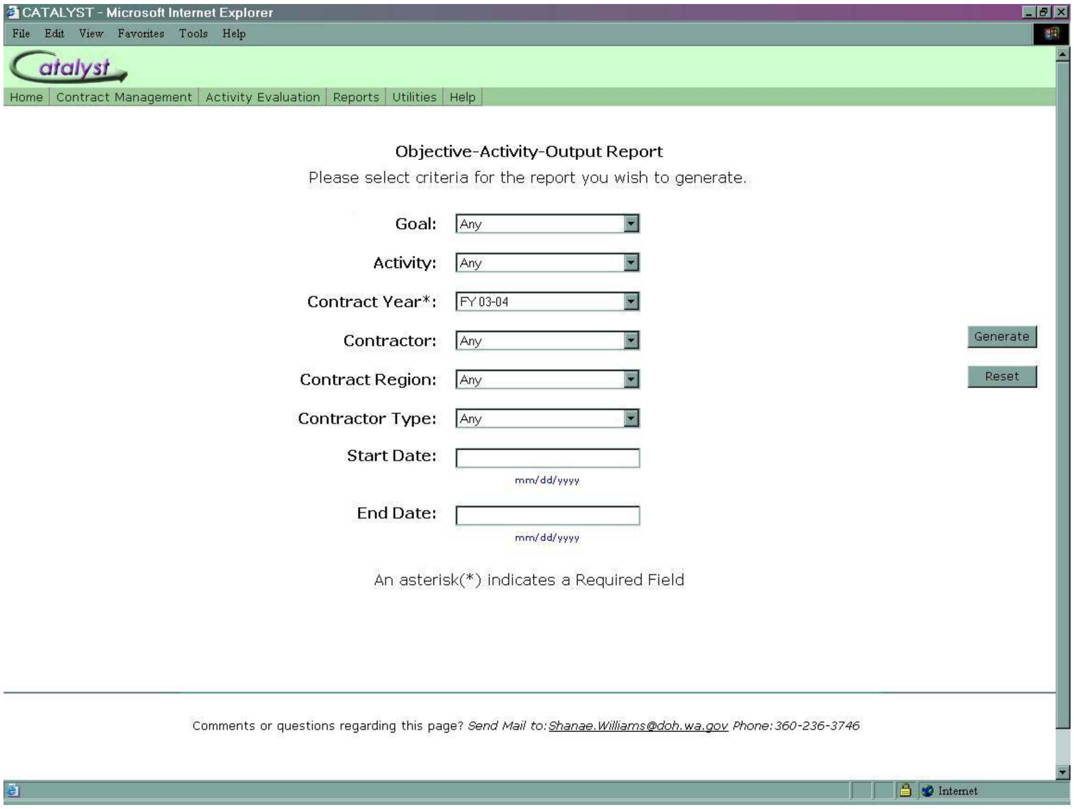
Subcontractor Statewide Activity Summary Report



Questions to Answer:

1. **Local & State Q:** How many school programs in an ESD are working with Life Skills?
2. **Local Q:** What are the districts in my ESD doing?
3. **Local Q:** What activities are my subcontractors planning to do?

Goal-Activity-Output Report



Questions to Answer:

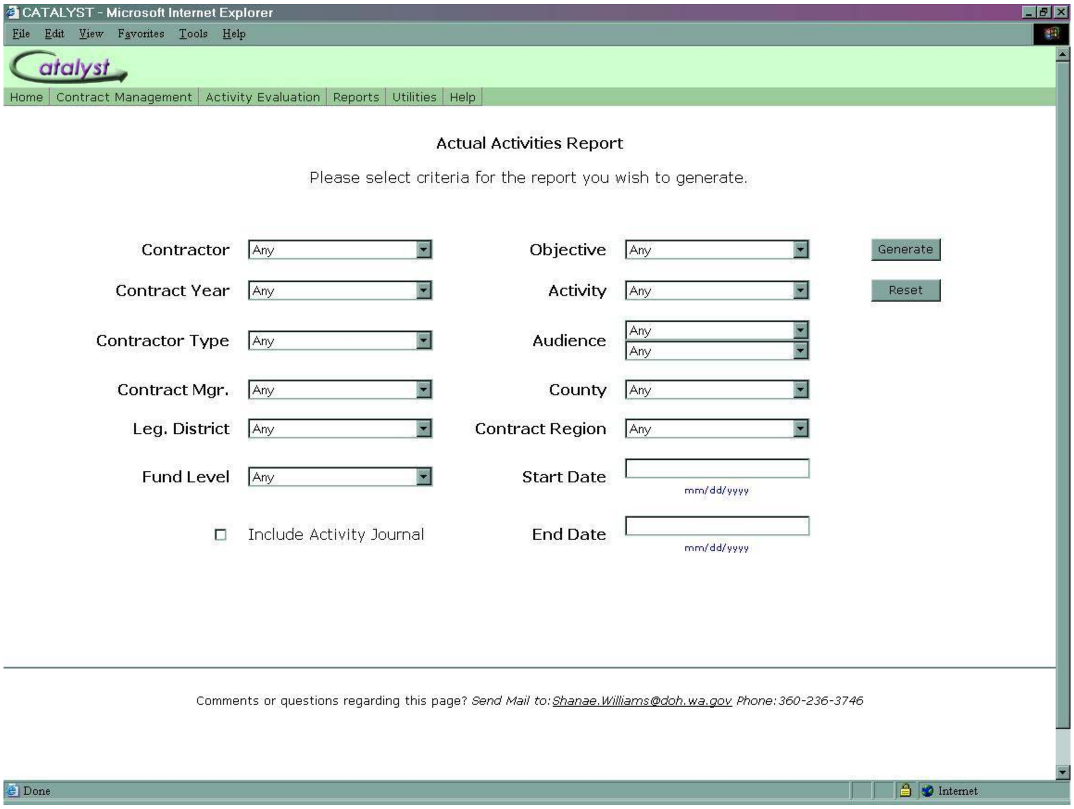
1. **Local Q:** What are my outputs for a particular goal?

2. **State:** What outputs were entered statewide for a particular month?

3. **State & Local:** What are the outputs for a particular contractor within a specific time frame?

You can only see Actual Activities information for YOUR organization.

Actual Activities Report



Questions to Answer:

1. **Local & State Q:** What have we achieved with a particular activity?
2. **Local Q:** When did we do a particular event?
3. **State Q:** What is going on overall in a particular area?

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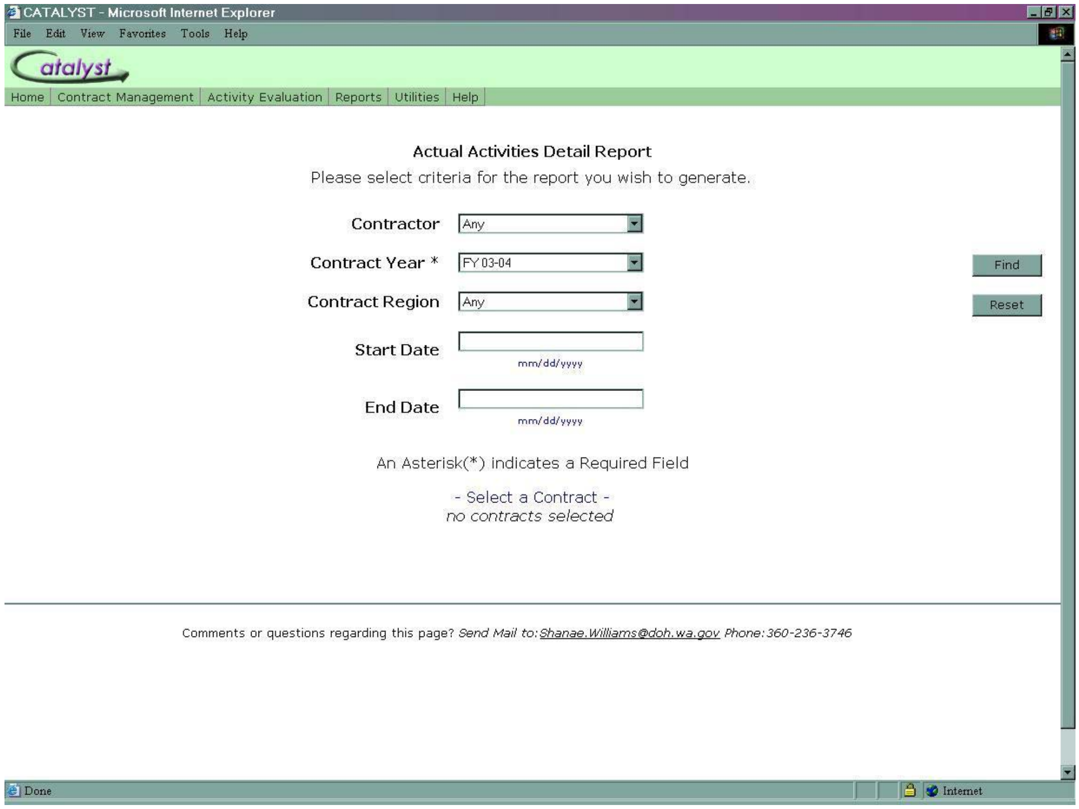
Actual Activities Detail Report



Questions to Answer:

1. **Local Q:** What was our experience with a particular activity – how many were served, and where?

2. **Local Q:** What stories did we have to tell about this particular activity?

NOTE:

- This is where DOH staff will be looking for "success stories" about things you have done during the year, so please keep this in mind as you enter your information!

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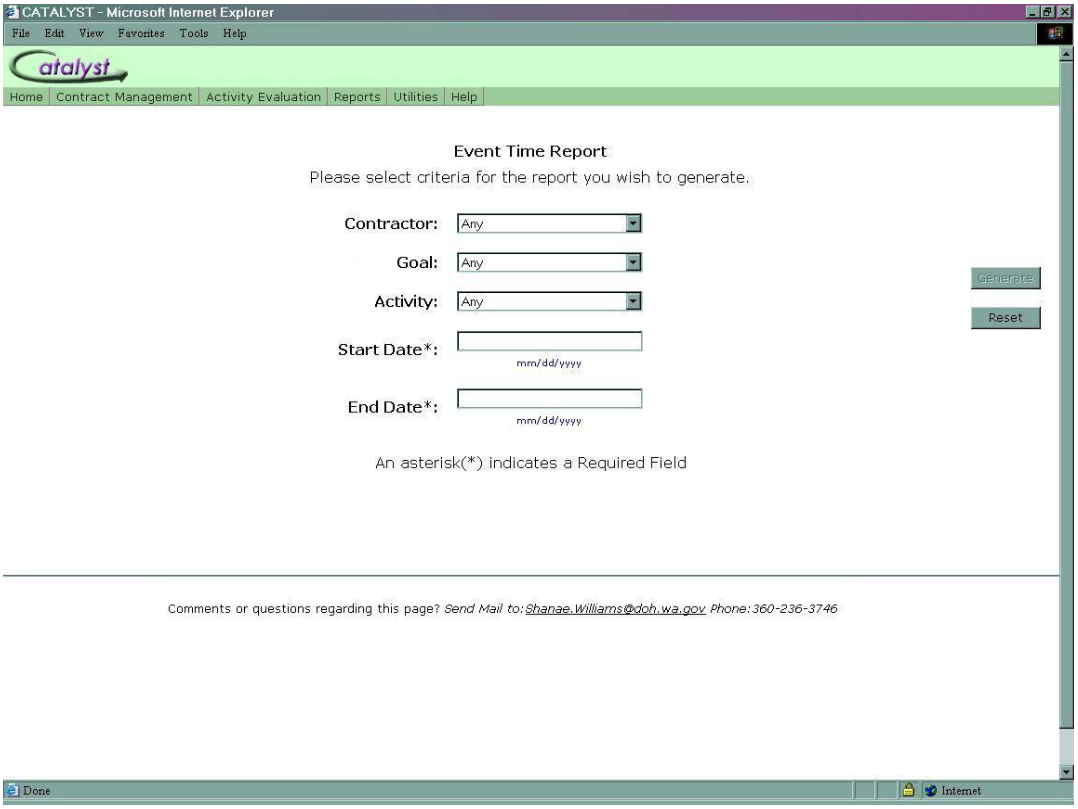
Event Time Estimate Report



Questions to Answer:

1. **Local Q:** How much preparation, implementation, and travel time are we spending on activities for our program?

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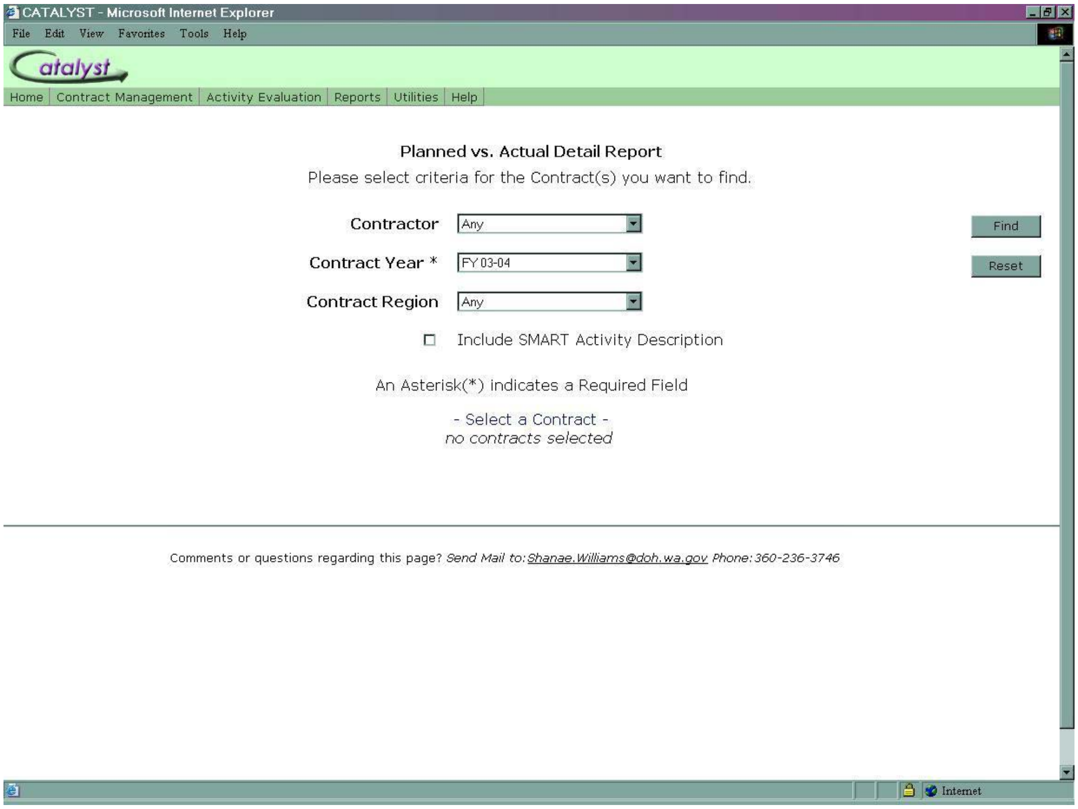
Planned vs. Actual Detail Report



Questions to Answer:

1. **Local & State Q:** How are we doing (detail-level) at accomplishing the activities in our work plan?

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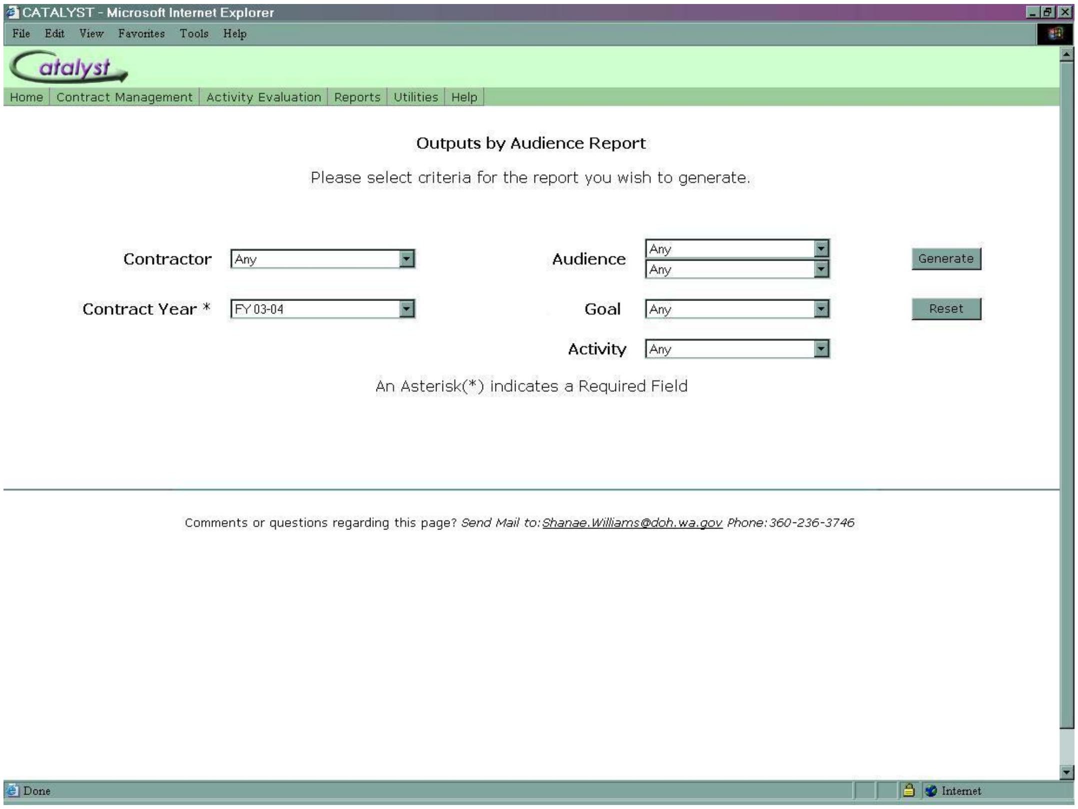
Outputs by Audience Report



Questions to Answer:

1. **State & Local Q:** What activities have targeted cultural minorities?

2. **Local Q:** Within a particular goal what audiences are being reached?

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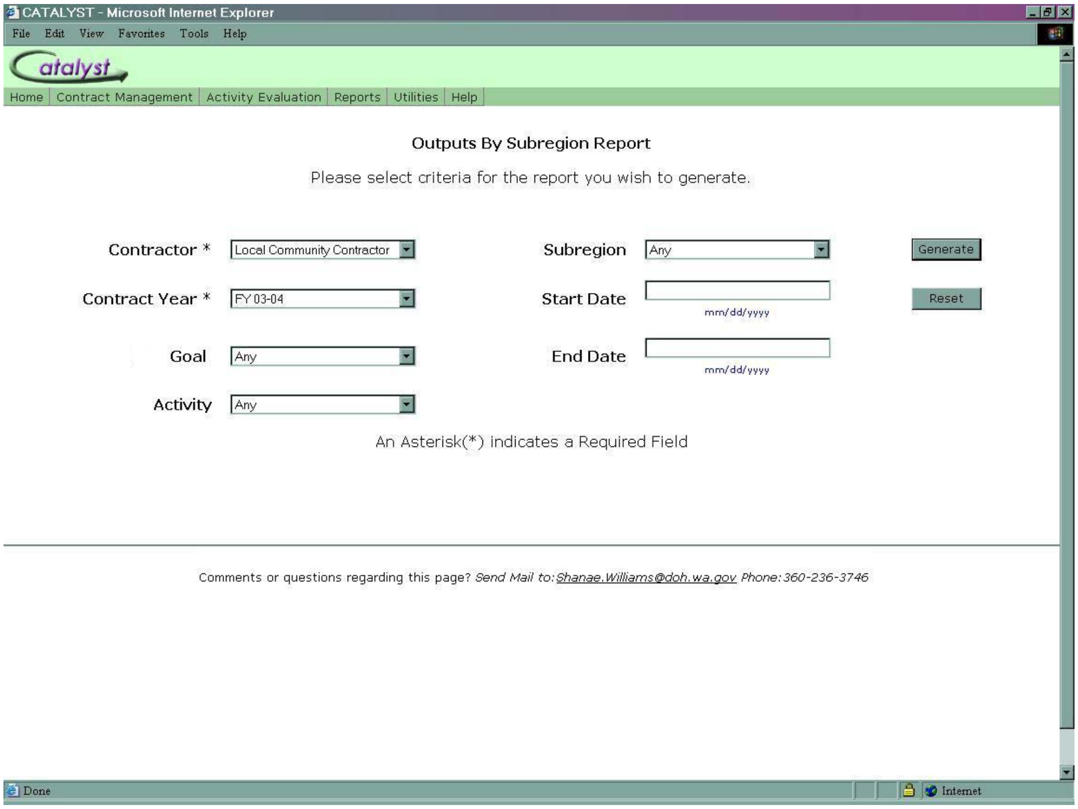
Outputs by Subregion Report



Questions to Answer:

1. How are our activities geographically distributed in our service area (recorded using school districts boundaries)?

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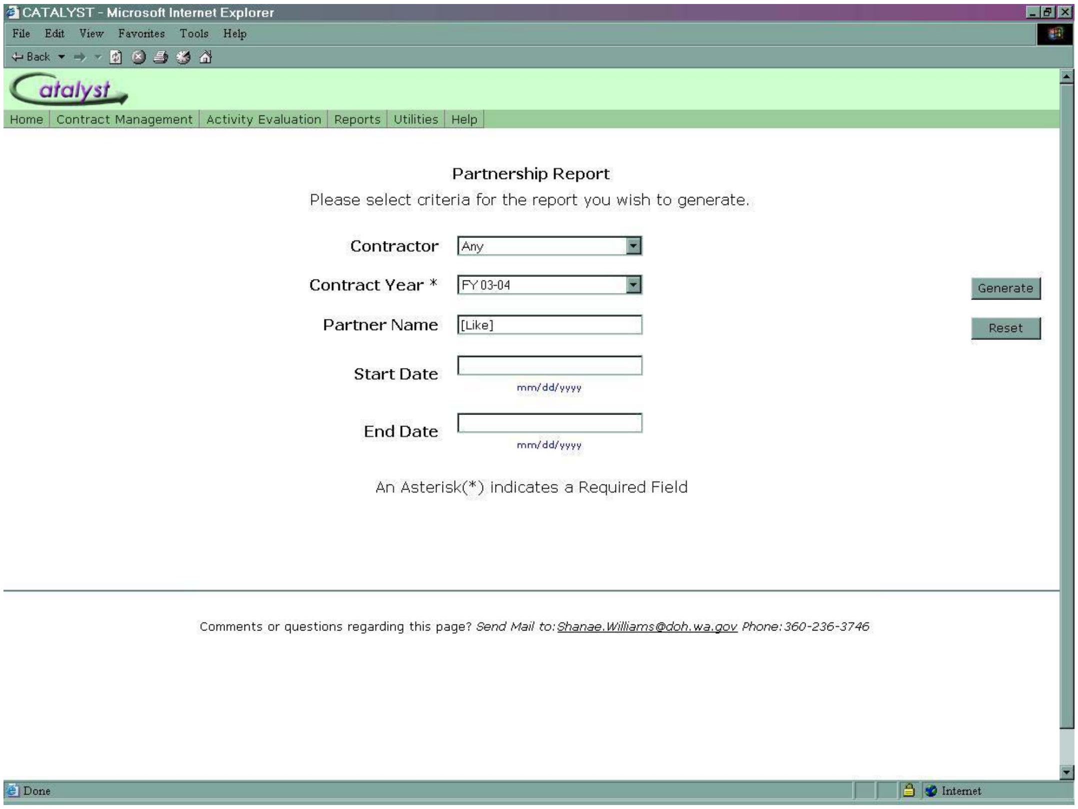
Partnership Report



Questions to answer:

1. **Local Q:** How much time/value has a particular key partner contributed during a certain time period?

2. **Local Q:** How much time/value has been contributed overall to our organization during a certain period of time?

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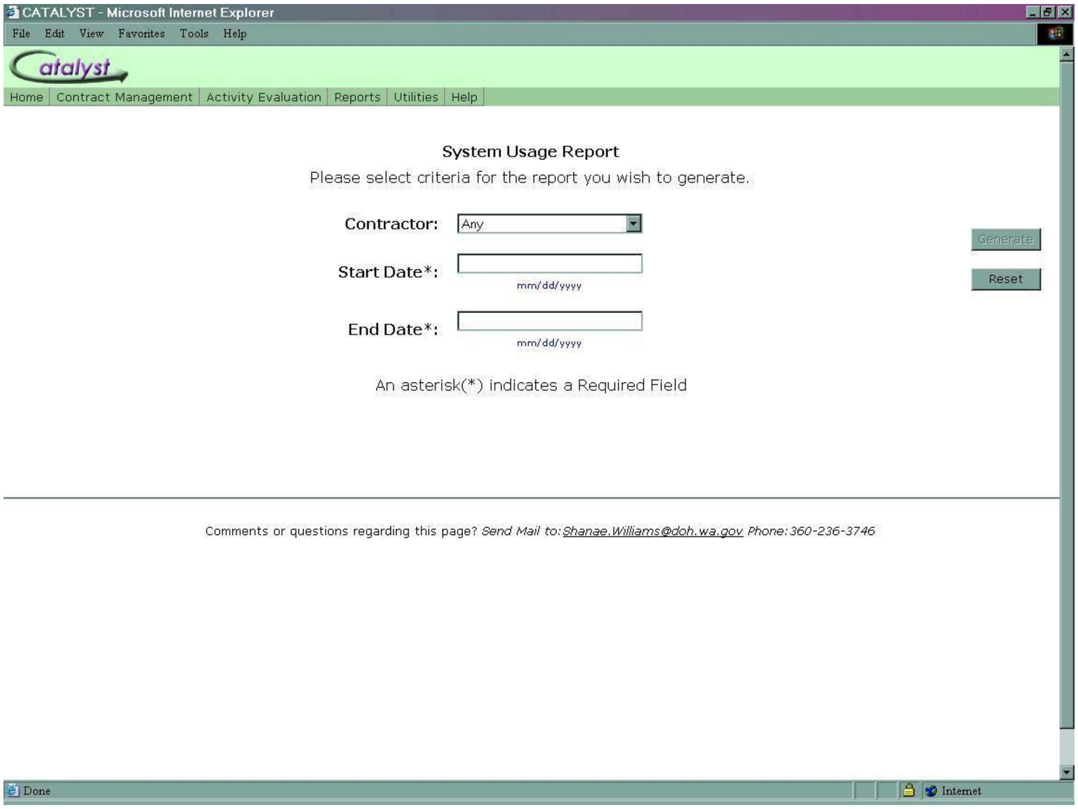
System Usage Report



Questions to Answer:

1. **Local Q:** Who from our organization has logged onto CATALYST during a period of time?

2. **State Q:** How long was each person logged on to CATALYST?

You can only see Actual Activities information for YOUR organization

CATALYST User Support Documentation

This document was last updated on 10/19/2004 and is still considered in draft format. Please contact Shanae Williams at shanae.williams@doh.wa.gov to report any revisions or to receive an updated version.

Thank You

Washington State Department of Health
Tobacco Prevention & Control Program
Assessment & Evaluation